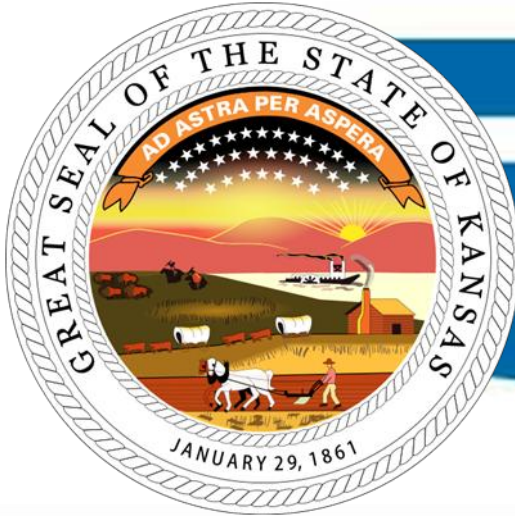


RILEY COUNTY



COMMUNITY CORRECTIONS

Workforce Development Student Handbook

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Introduction

Content of the Program:

This employment and training guide includes information on how to plan your career and future employment opportunities and how to conduct successful job searches in the community .Your involvement is very important as well as your participation in the program.

Materials:

You may be provided materials such as pencils, paper and folders. Please be responsible for the supplies given to you. Please inform your Specialist if you need additional supplies.

Keeping Your Job

It would be easy to think you've got it made when you finally land a job! You have worked hard to get that job and you should be proud of your success. But, research says that getting the job is only the first step, though an important one. The fact is that 60% of ex-offenders lose the job they get within the first month. Perhaps this class will help you be a part of the 40% that are able to keep their jobs!

Keeping the first job for at least a year before making a job change is very, very important. Follow-up of thousands of ex-offenders nationwide (the almost 600,000 who leave a correctional facility each year) done by the Bureau of Justice Statistics tells us that 40% of those who leave a correctional facility return within 3 years because they have been convicted of another crime. One of the top clues as to whether you will be one of the 40% who return to a correctional facility is whether or not you have and can keep a job that satisfies you, that is, one that is a good job match and offers some chance for advancement.

Getting and keeping a job can help you become independent and stay out of a correctional facility for several reasons, such as

- If you are working, you have far less time to spend in activities that could lead to committing another crime and less opportunity to meet individuals who will encourage you to commit another crime.
- If you are working in a job that you are interested in and can do well, you may be satisfied with your work life.
- If you are earning a reasonable wage and have some hope of moving to a better job, you may be able to have and support a family, giving you new parts of life to enjoy.

Why People Get Fired

The lack of good work habits in an employee results in reduced production for the employer and the eventual discharge of that employee. To check your understanding of poor work habits, write the number of *Reasons for Firing* in the blank next to *How It Shows Up on the Job*.

Reasons for Firing

How It Shows up on the Job:

1. Tardiness

_____ Loafing on the job, not getting down to business and doing your job.

2. Improper Grooming

_____ Not following directions or getting along with others.

3. Irresponsibility

_____ Not letting your supervisor know when you have finished a task, not Starting new tasks.

4. Carelessness

_____ Job hopping, complaining about your employer, gossiping.

5. Laziness

_____ Sloppiness, failing to follow through, not getting tasks done on time.

6. Lack of loyalty

_____ Coming to work late, staying too long at break or lunch.

7. Non-cooperation

_____ Poor attitude, lack of attention to detail, sloppiness.

8. Lack of initiative

_____ Underdressed or overdressed, poor personal care habits.

~~~~~Again~~~~~

**Most people get fired for reasons like these, not because they can't do the actual work.**



## Coping with Rejection

---

Being rejected by potential employers is an inevitable part of every job search. This doesn't mean that it will be easy to accept or that you have to like it. No one likes to feel unwanted. This is as true in the job search as in any other aspect of life. Keep in mind two things that may help you handle negative feedback in a positive way.

First, you will hear "no" many more times than "yes." This is a fact of the job search and realizing this should help you put an employer's "no" into proper perspective.

Second, don't just accept an employer's negative response without looking at the reasons. Try to determine why you were turned down. Was there a poor fit between the position and your background? Did you fail to present yourself as a strong candidate in your cover letter and resume or in the interview? You may be able to see the answers to these questions yourself, but it is also a good idea to seek guidance and input from Career Services staff or from the interviewer by asking, "How could I have presented myself better?"

Accept the fact that you will be rejected more often than not, but learn from the experience to better prepare for the next interview. It is appropriate to call the employer who rejected your application to ask for feedback. Questions to ask might include:

- ☐ Can you give me feedback as to what areas of my resume were weak?
- ☐ How can I improve my interviewing skills?
- ☐ Are there certain skills I should develop in order to make myself more marketable in this field?

Remember to thank the employer for his/her help. Restate your interest in the position and the company. Anything could happen with the first candidate they chose, or another position may come along for which you are better suited.

## Job Survival Skills

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There are things you can do to increase your chances of success on a new job. If you want to do well, you may need to change the way you act and some of your attitudes. Employers say more people lose their jobs because they do not use good work habits rather than because they are not able to do the job. The following is a list of suggestions based on feedback from employers.

- 1 **Be positive**-do not carry negative feelings into your new workplace. Take care of them elsewhere.
- 2 **Always be on time**-Set an alarm clock to help you get up. Allow for a few extra minutes for traffic and children. Reliability and dependability gain the trust and respect of your employers.
- 3 **Good attendance and promptness**-are always important. Ask your supervisor for the proper method of informing him/her in the event you will be unavoidably late or out sick. Unreliability may disrupt the work of others who have to make up for your absence and sets a bad example.
- 4 **Honesty**-Employers do not want to pay someone who steals from them or that they can not trust. Dishonesty is one of the top reasons employers fire an employee.
- 5 **Know and Follow**- all office rules, policies, and procedures. Read the employee handbook.
- 6 **Follow direction and get along with your supervisor**-in a battle with a supervisor, you will always lose!
- 7 **Listen and learn**-Be open to new ways of doing things, even if you were taught differently in school or in a different job.
- 8 **Work efficiently**-Working too slowly or making too many mistakes is a major reason for job failure. Unproductive employees cost more than they earn.
- 9 **Treat co-workers with respect, courtesy, and dignity**-know your employer's harassment policy and monitor your own behavior and act early if you feel you have been placed in an uncomfortable position. Harassment can occur at any time and at any place. Harassment can be physical, verbal or visual and can occur whenever employees interact with each other.



## Skills for Job Retention

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Once your job search has ended and you find a job, there are things you can do to make your working life successful.

Here are things you can do to increase your chances of success on a new job. If you want to do well, you may need to change the way you act and your attitude. Employers say more people lose their job because they do not use good work habits rather than because they're not able to do the job.

### **Businesses need people who:**

- 1) Do their work well
- 2) Set priorities
- 3) Work well under pressure
- 4) Can solve problems
- 5) Can make decisions
- 6) Work well with others
- 7) Can communicate with others
- 8) Know how to learn or be willing to learn

**\*87.5% of the people who are able to retain jobs, do so because of these qualities.\***

**\*Only 12% are retained because of their actual skills. \***

This indicates that training in **working well with others** and developing **personable skills** may be your best approach for job preparation and retention.

Always arrive on time and be ready to work

Follow health and safety regulations

If you will be late for work, or will be away, tell your employer well ahead of time

Ask for more work if you finish a task ahead of time. Try to find answers to questions before asking them

Use good judgment. Don't call in sick on the busiest day of the year. Don't badmouth your boss or other employees behind their backs. Make sure you act in a responsible way in everything you do.

Knowing what your employer expects of you at work is the first step in making sure you keep your job. Following the guidelines and using common sense will help to build a good employer-employee relationship that could last for years.

## Skills for Job Retention

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To err is human; we've all been guilty of mistakes large and small. Remember the following when the inevitable mistake occurs:

- First take a deep breath. Do not run, hide, get angry, or blame others. Move from “stewing” about what cannot be undone to figuring out what needs to be done next and right away.
- Figure out what went wrong, how it went wrong, and what to do about it. Think clearly and gather information so that you can solve the problem and make amends.
- Be a problem-solver. Whether it was a minor embarrassment or a major disaster, think of yourself as a problem-solver and explain to your supervisor how you will avoid a repeat.
- Tell your supervisor the mistake. Keep emotion to a minimum -be straightforward, clear, and direct, “This is what happened and I’m sorry. I know we have to deal with this, and this is what I recommend.”
- Listen to your boss’s response. Be prepared to hear everything, including anger, criticism, silence, etc. Above all, do not argue or offer excuses.
- Apologize and accept responsibility. Grace under fire can win you new respect.
- Check for causes of repeat mistakes. Try to change it so you can be in control in the future.
- The longer you wait to deal with a mistake, the harder it will be to correct it.



# Pre-Job Readiness: Take the Test

**1. Name 5 top reasons people get fired; the first one is provided for you.**

- a. Not getting along with the boss.
- b.
- c.
- d.
- e.

Instructions: Read each statement and decide whether it is true or false or don't know. Circle your answer.

2. Is networking an important activity when you're looking for work?

True or                  False or                  Don't know

3. A person's interest is not important when choosing a job.

True or                  False or                  Don't know

4. Your (formatted) resume should be no longer than one or two pages in length?

True or                  False or                  Don't know

5. Using action verbs should be a key part of writing your resume and cover letters?

True or                  False or                  Don't know

**Action verbs are words that best describe your skills, abilities and accomplishments. Below, write three action verbs, the first one is provided for you.**

- 1. Coordinated
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

6. Is sending a cover letter with your resume necessary?

True or                  False or                  Don't know

7. You should follow-up your cover letters with a phone call to the employer.

True or                  False or                  Don't know

8. Sending thank you letters to every person with which you interview is a nice gesture, but not really necessary.

True or                  False or                  Don't know

9. What you wear and how you look has an impact on job interviews.

True or                  False or                  Don't know

10. It is extremely important to prepare for interviews by preparing questions to ask as well as preparing answers to questions you may be asked.

True or      False or      Don't know

**Write one question below that you may want to ask the interviewer?**

**Write one question below that may be asked of you at the interview?**

11. Conducting basic research and being knowledgeable about a company or industry is crucial when job-hunting.

True or      False or      Don't know

12. Is it wise to talk about or even try and negotiate a salary at the first interview?

True or      False or      Don't know

13. I have a clear understanding of the occupations or jobs that interest me —and that I am qualified for.

True or      False or      Don't know

**Please list below three jobs that you know of right now that you are skilled, educated and qualified to do:**

**Job 1:** \_\_\_\_\_

**Job 2:** \_\_\_\_\_

**Job 3:** \_\_\_\_\_

14. I can identify what my strengths and weaknesses are as it relates to the world of work?

True or      False or      Don't know

**My strengths are?**

**My weaknesses are?**

15. Below, write 3 transferable skills (skills that are universally applicable to every job) that you have?

## Barriers to Employment Worksheet

- |                                                                        |                                                                |
|------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> I am a recovering addict                      | <input type="checkbox"/> I do not have computer skills         |
| <input type="checkbox"/> I am a non-recovering addict                  | <input type="checkbox"/> I do not have a high school diploma   |
| <input type="checkbox"/> I do not or will not have an address          | <input type="checkbox"/> I do not have a GED                   |
| <input type="checkbox"/> I have poor hygiene                           | <input type="checkbox"/> I have no vocational training         |
| <input type="checkbox"/> I need a haircut                              | <input type="checkbox"/> I have a fear of failure              |
| <input type="checkbox"/> I have visible tattoos and/or piercings       | <input type="checkbox"/> I have a fear of rejection            |
| <input type="checkbox"/> I do not have clean, unstained clothing       | <input type="checkbox"/> I have a fear of responsibility       |
| <input type="checkbox"/> I need assistance filling out an application  | <input type="checkbox"/> I have a fear of success              |
| <input type="checkbox"/> I cannot read English                         | <input type="checkbox"/> I have been fired from past employers |
| <input type="checkbox"/> I cannot write English                        | <input type="checkbox"/> I have no references                  |
| <input type="checkbox"/> I have poor spelling skills                   | <input type="checkbox"/> I am dependent on public assistance   |
| <input type="checkbox"/> I become angry easily                         | <input type="checkbox"/> I have quit jobs in the past          |
| <input type="checkbox"/> I am dishonest                                | <input type="checkbox"/> I do not have residential ability     |
| <input type="checkbox"/> I lack initiative                             | <input type="checkbox"/> I am not confident in myself          |
| <input type="checkbox"/> I lack motivation                             | <input type="checkbox"/> I am a single parent                  |
| <input type="checkbox"/> I have a negative attitude                    | <input type="checkbox"/> I do not have reliable transportation |
| <input type="checkbox"/> I am rude                                     | <input type="checkbox"/> I have never had a job                |
| <input type="checkbox"/> I act unprofessionally                        | <input type="checkbox"/> I have only had survival jobs         |
| <input type="checkbox"/> I am not willing to learn                     | <input type="checkbox"/> I have no job skills                  |
| <input type="checkbox"/> I do not have reliable child care             | <input type="checkbox"/> I have no phone numbers               |
| <input type="checkbox"/> I have chronic illness                        | <input type="checkbox"/> I do not speak English                |
| <input type="checkbox"/> I have never worked legitimately in the US    | <input type="checkbox"/> I have no positive support            |
| <input type="checkbox"/> I am overweight                               | <input type="checkbox"/> I do not have current identification  |
| <input type="checkbox"/> I have been employed for only short periods   | <input type="checkbox"/> I speak very little English           |
| <input type="checkbox"/> I have poor communication skills              | <input type="checkbox"/> I am an legal immigrant               |
| <input type="checkbox"/> I have a speech impediment                    | <input type="checkbox"/> I look like a gang member             |
| <input type="checkbox"/> I have a strong accent                        | <input type="checkbox"/> I am usually late                     |
| <input type="checkbox"/> I take a lot of sick days                     | <input type="checkbox"/> I am not dependable                   |
| <input type="checkbox"/> I have been involved in Domestic Violence     | <input type="checkbox"/> I have poor self-esteem               |
| <input type="checkbox"/> I have a limited vocabulary                   | <input type="checkbox"/> I am a former gang member             |
| <input type="checkbox"/> I am illiterate (cannot read)                 | <input type="checkbox"/> I am an active gang member            |
| <input type="checkbox"/> I have been laid off in the past              | <input type="checkbox"/> I do not have a resume                |
| <input type="checkbox"/> I do not have a place for messages to be left | <input type="checkbox"/> I do not have a social security card  |
| <input type="checkbox"/> I do not know how to market self to employers | <input type="checkbox"/> I do not have a birth certificate     |

### Barrier/Strength

### Resource

### Plan

|       |       |       |
|-------|-------|-------|
| <hr/> | <hr/> | <hr/> |
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| <hr/> | <hr/> | <hr/> |

## Employment Information Worksheet/Activity

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### Activity: The Interests and Skills Checklist

Jobs can be divided into six groups, based on the kinds of tasks you perform each day.

The purpose of this inventory is to find out:

what you *like* to do related to each of these six groups, what you think you *have skill* to do, and what kind of *work experience* you've had in or out of a correctional facility.

#### **PART I**

For the questions in each of the six groups, put a check mark in front of each *activity* that you *think you would like to do*. Similarly, put a check mark in front of each *skill that you think you have*. Finally, in the Work Experience section for each group, *list any work experience you have ever had that relates to the kinds of activities listed in that group*.

#### **GROUP 1**

##### ***Typical Activities:***

- ☐ Repairing equipment, cars, or houses
- ☐ Making things with your hands
- ☐ Driving or operating a machine or vehicle
- ☐ Doing painting or construction work
- ☐ Working with plants, shrubs, or farm crops

##### ***Typical Skills (Check any that you think you have):***

I am:

- ☐ Able to figure out what's wrong with a machine or equipment and fix it
- ☐ Able to build beautiful structures or objects with your hands and tools
- ☐ Able to drive a vehicle without accidents
- ☐ Able to work with plants, shrubs, trees to get them started or maintain them
- ☐ Able to paint, wallpaper, or clean a building or house

##### ***Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group):***

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

***(TOTAL SCORE FOR GROUP 1: \_\_\_\_\_)***

## **GROUP 2**

### ***Typical Activities (Check any that you think you would like):***

- ☐ Do various kinds of tests or experiments in laboratory
- ☐ Solve math problems
- ☐ Develop a plan or design for doing something
- ☐ Read and study manuals and books
- ☐ Study biology
- ☐ Play chess

### ***Typical Skills (Check any that you think you have):***

I am:

- ☐ Good at math
- ☐ Good at science
- ☐ Good at logical thinking
- ☐ Good at solving technical problems
- ☐ Good at reading

### ***Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)***

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

***(TOTAL SCORE FOR GROUP 2 : \_\_\_\_\_)***

## **GROUP 3**

### ***Typical Activities (Check any that you think you would like):***

- ☐ Writing a short story or poem
- ☐ Painting or sketching a picture
- ☐ Taking beautiful photographs
- ☐ Making beautiful things for a crafts show
- ☐ Enjoying or participating in good music

### ***Typical Skills (Check any that you think you have):***

I am:

- ☐ Good at writing
- ☐ Good at creating artistic objects or presentations
- ☐ Good at some form of music
- ☐ Good at design of clothes, houses, or gardens
- ☐ Good at doing computer graphics

**Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)**

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**(TOTAL SCORE FOR GROUP 3: \_\_\_\_\_)**

#### **GROUP 4**

**Typical Activities (Check any that you think you would like):**

- ☐ Teaching children or adults how to do something
- ☐ Caring for people who are sick
- ☐ Taking care of children (as in a daycare center)
- ☐ Assisting others by taking care of personal needs (cutting hair, serving food, for example)
- ☐ Assisting people in need due to hunger, fire, storm, or other disasters

**Typical Skills (Check any that you think you have):**

I am:

- ☐ Good at talking with people
- ☐ Good at taking care of people
- ☐ Good at knowing how to express yourself through words or action
- ☐ Good at helping others with their needs and problems
- ☐ Good at teaching

**Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)**

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**(TOTAL SCORE GROUP 4 : \_\_\_\_\_)**

#### **GROUP 5**

**Typical Activities (Check any that you think you would like):**

- ☐ Selling products or services to other people
- ☐ Managing or leading people
- ☐ Taking responsibility for a project or for other people
- ☐ Starting a new idea, product, or service
- ☐ Convincing others to do or buy something



***Typical Skills (Check any that you think you have):***

I am:

- ☐ Talking to people with ease
- ☐ Being able to make a product or service sound appealing
- ☐ Managing or leading other people
- ☐ Persuading other people to do things your way
- ☐ Make a business or project grow and be successful

***Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)***

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

***(TOTAL SCORE FOR GROUP 5 : \_\_\_\_\_)***

**GROUP 6**

***Typical Activities (Check any that you think you would like):***

- ☐ Organize things in a logical way
- ☐ Keep accurate records or files
- ☐ Remember and handle detail
- ☐ Do clerical work
- ☐ Keep accurate track of money

***Typical Skills (Check any that you think you have):***

I am:

- ☐ Do typing or word processing
- ☐ Use a computer
- ☐ File accurately
- ☐ Record facts and numbers accurately
- ☐ Prepare good business letters

***Work Experience (List work experiences or kinds of training you have had either in or outside of correctional facilities related to this group)***

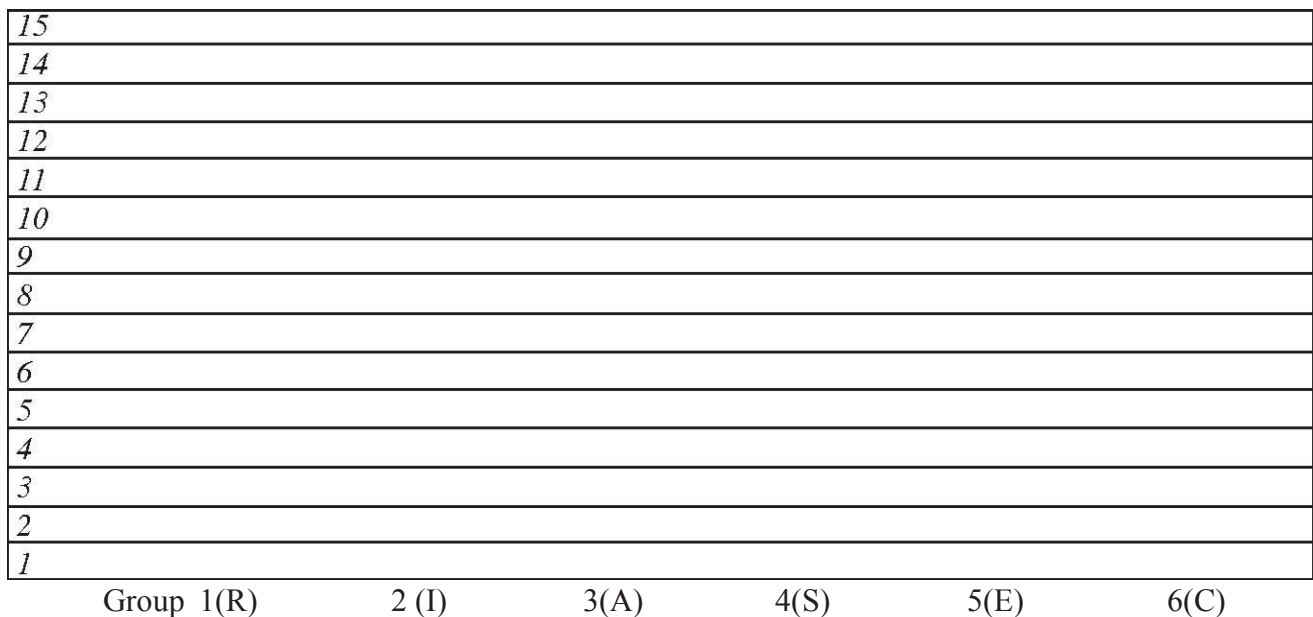
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

***(TOTAL SCORE FOR GROUP 6 : \_\_\_\_\_)***

## Part II

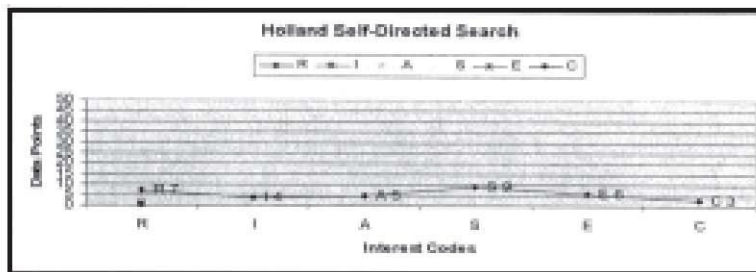
### Instructions:

1. Go back to each of the six groups and count the number of check marks in that group, including Activities, Skills, and Work Experience. Put that number in the space at the end of each group that says "TOTAL SCORE FOR GROUP X."
2. Put those six totals in the spaces below:  
*Group 1:* \_\_\_\_\_  
*Group 2:* \_\_\_\_\_  
*Group 3:* \_\_\_\_\_  
*Group 4:* \_\_\_\_\_  
*Group 5:* \_\_\_\_\_  
*Group 6:* \_\_\_\_\_
3. On the graph below, put a dot across from the total for each of the six clusters. Then connect the dots with a line in order to see the profile of the scores:

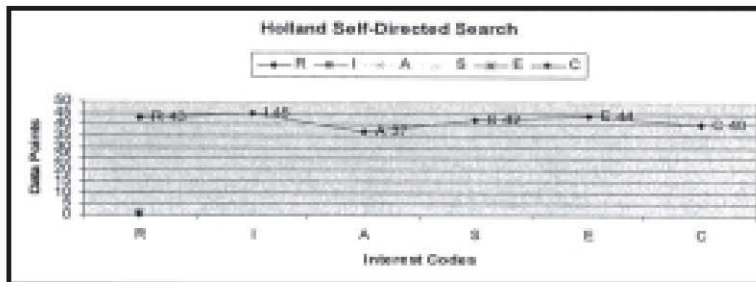


*\*Turn page to reference results:*

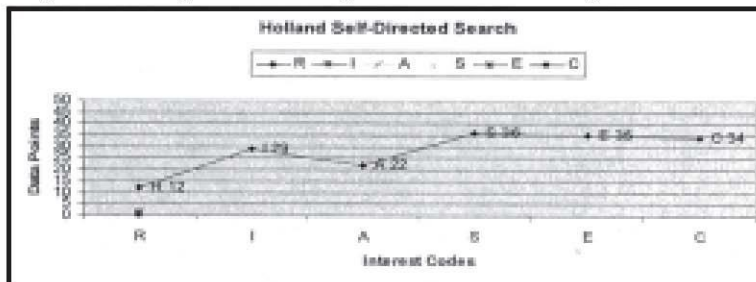
- A low flat profile may indicate a lack of social environment, self-deception, defused identity, immaturity, and inexperience



- A high flat profile may indicate a high level of energy, interest and talents



- A well defined profile may indicate a person with multiple talents and interest



## General Idea

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### Are there employers who hire ex-offenders?

Assume employers will hire you if you are a good match for their needs. One survey showed that out of more than 1200 employers only eight % said they would not hire an ex-offender. Since 92% of employers will consider hiring you, feel free to look for work from any legitimate source. Limiting yourself to employers that you believe hire ex-offenders can also limit your wages and job prospects. You should try to find employers who are a good match for your skills, experience, and career goals. Your job search should include **all potential employers**.

According to Richard Bolles' popular employment book, *What Color Is Your Parachute*, some of the best ways to find a job are:

- 1) Asking for job-leads from family members, friends, and people in the community has a 33% success rate. **(This is Networking)**
- 2) Knocking on the door of any employer, factory, or office that interests you, whether they are known to have a vacancy or not, has a 47% success rate). **(This is Cold contacting and Direct application)**

### Employment Discrimination Protections

There are a number of laws that govern the employment of people with criminal records. Some of these laws protect ex-offenders from discrimination based on their conviction records and others restrict employers from hiring people with certain types of convictions. While employers are generally not allowed to have blanket bars against hiring people with criminal records, they are permitted to consider the relationship between the conviction record and the job sought. The types of jobs with legal prohibitions against ex-offenders tend to be in the fields of childcare, education, security, nursing and home healthcare, where "vulnerable" populations are involved. You should check with your state's Attorney General's office or another legal advisor for more detailed information about whether your state provides any protection to ex-offenders from employment discrimination or if you have questions regarding the application of these principals in a particular case.

### What about federal programs to help ex-offenders?

Federal programs are generally designed to help people who need a job, housing, public assistance, and other services. Each program has different standards for participation with low income being the most common requirement. **There are no federal programs exclusively for ex-offenders.**

Most assistance programs are administered locally by community agencies. You can find the addresses for them in the local telephone book's blue pages and on the Internet. One of the first stops you should make is to the One-Stop Career Center to help you with job leads. You can

find their local addresses in the blue pages of the telephone book or by calling our toll-free hotline: 1-877-US2-JOBS. You should ask the local One-Stop Center about job search assistance, federal bonding, employer tax incentives, job training, and Workforce Investment Act -sponsored training. The One-Stop Center will probably know about community assistance programs for ex-offenders.

### **What about state and federal jobs for ex-offenders?**

*Ex-offenders have no special status* when applying for state and federal jobs. The application and selection procedures for state jobs follow state guidelines, and federal jobs follow the rules and guidelines of the Office of Personnel Management (OPM) whose Internet address is <http://www.opm.gov>.

#### **State Jobs**

To find out about state jobs contact the Department of Human Resources in the state where you plan to release. You can also find out about state jobs at the Internet website for the state which is <http://www.state.ks.us>. Fill in the blank with the two letter postal code for the state.

#### **Federal Jobs**

Most federal jobs are announced by the OPM website at <http://www.usajobs.opm.gov>. You can also call the OPM automated telephone system, an interactive voice response telephone system (478) 757-3000 or TDD (478) 744-2299. Job seekers can access current job vacancies, employment information fact sheets, applications, forms, and apply for some jobs. Many federal agencies have job information telephone numbers located in the blue pages of the telephone book. Federal job postings are also available from the nearest One-Stop Career Center.

### **What about small business loans and grants?**

Many agencies of the federal government competitively award a limited number of grants to non-profit and government organizations that support their program activities. **Most Departments do not give grants to individuals directly for any program or activity.** The web site <http://www.grants.gov> provides a convenient access point for information about the availability of competitive grants and application instructions for businesses or non profit organizations offered by twenty six Federal grant-making agencies.

The website <http://www.firstgov.gov> provides a wide array of information for businesses and non profit organizations. This information is only available on the web. **There are no small business loans for grants specifically for ex-offenders.** The Small Business Administration (SBA) does not provide direct loans. They provide loan guarantees for certain businesses that borrow from lending institutions. They do not provide specific grants or low interest rate loans to ex-offenders for business start up or expansion. Every state has at least one SBA district office, with multiple resource partners to support the needs of the small business community. For further information, you may want to contact the Small Business Administration, 409 Third

Street, S.W., Washington, DC 20416; or visit their website at <http://www.sba.gov> to locate your local SBA office.

## **Federal Bonding Program**

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The Federal Bonding Program provides individual fidelity bonds for job applicants with histories that might otherwise prevent them from being hired.

### **Who is eligible for the Federal Bonding Program?**

- Bond coverage is provided for any at-risk job applicant whose background usually leads employers to question their honesty and deny them a job. This includes people with criminal records, people in treatment or recovery for alcohol and/or other drug addictions, and people with little or no work history, including people transitioning from welfare to work.
- All jobs are bondable in private and public sectors, full and part-time positions, as well as jobs secured through temporary agencies. The bond insurance is free to the employer. It goes into effect the first day of the job applicant's employment and will terminate after six months. After the six months, continued coverage can be purchased under the program's bond.

This insurance is a job placement tool because, in effect, it guarantees the job honesty of the applicant. It helps market the applicant's strengths to the employer and the bond can apply to any job.

### **Efficiency and Effectiveness of the Program**

- Bonding services as a job placement tool has achieved a 99% success rate. About 41,000 job placements have been made for at-risk persons who were automatically made bondable.
- It encourages employers to hire people with criminal records. A survey of "*Employer Attitudes toward Hiring Ex-Offenders*," published in The Prison Journal, determined that employers were much more willing to hire people with criminal records who are bonded. The report states "bonding was the only variable to which the majority of employers (51%) responded favorably." -hirenetwork.org

The FBP provides individual fidelity bonds to employers for job applicants who are (or may be) denied coverage because of: (1) record of arrest, conviction, or imprisonment; (2) history of alcohol or drug abuse; (3) lack of employment history; or (4) dishonorable discharge. Each bond is for \$5,000 coverage for a six-month duration. FBP coverage is provided at no cost to the employer or job applicant.

## **Federal Bonding Program Cont'**

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- Federally funded program/available in most states
- Protects the employer against theft of money or property
- Covered for 6 months, up to \$25,000 (\$5,000 increments)
- After the 6 months, continued coverage will be made available for purchase by Travelers Property Casualty if the worker has exhibited job honesty under the program's bond.
- Any offender can use (misdemeanor, felony, etc.)
- Federal web site: [www.bonds4-jobs.com](http://www.bonds4-jobs.com)

### **Script:**

Sir/Ma'am, are you aware that I am bondable under the Federal Bonding Program? I'm covered for 6 months, and if money or property were ever taken from you, you would be reimbursed up to the allowed limit of the bond. And Sir/Ma'am, this doesn't cost you anything. This coverage is absolutely free, and the Federal Bonding Program representative will do all the paperwork for you! Just call the number on the handout, and I'll be covered as of the first day on the job (Show the employer the handout).

## **Work Opportunity Tax Credit: Program Reauthorization:**

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On December 20, 2006, President Bush signed the "Tax Relief and Health Care Act of 2006" (HR 6111 ). This legislation revives, extends, and modifies the program from January 1, 2006, through December 31, 2007.

Changes effective January 1, 2007 include:

- The Welfare to Work (WtW) target group (long term cash assistance recipient) is now incorporated into the target groups under WOTC-the 1st year credit is increased to 40% of the first \$10,000 in wages;
- 2nd year remains at 50% of the first \$10,000 in wages. (For the other target groups, except summer youth, the maximum tax credit remains at 40% of the first \$6,000 in wages for a maximum credit of \$2,400.)
- Food stamp category increased age to 39 (18-39).
- Income requirements for the ex-felon target group eliminated.
- Number of days required to file the IRS 8850 form (Pre-screening Notification) increased to 28 calendar days.

The process remains the same:

1. Complete form IRS 8850 (Pre-screening Notice and Certification for the WOTC Program). Have the applicant complete, sign and date page on or before the day the job is offered.
2. When a decision to hire is made, complete page 2 (employer section).
3. On or before the first day of work, usually at orientation, have the applicant complete, sign and date form ET A 9061 (Individual Characteristics Form for the WOTC Program).
4. Make a copy of both the IRS 8850 and ETA 9061 forms for your files. Mail the originals to the following address within 28 calendar days of the start date.

The WOTC helps reduce the employer's federal income tax liability by as much as \$2,400 per qualified new worker. This is a program that lets an employer reduce his or her taxes by hiring individuals in certain "targeted" groups. Ex-felons are one of these groups! **None of this comes out of your pocket. In fact, it helps your chances of being hired, providing employer knows of this program.**



## **Work Opportunity Tax Credit Cont'**

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### **Why should you hire me?**

- Federally funded program/available in all states
- Provided a tax credit (up to \$2,400 in wages paid the first year of employment)
- Low income felony offenders
- Must be within 1 year from last conviction or release from incarceration
- Forms are completed by the employer
- Must be mailed within 21 days of employee start date
- Federal web site: [www.uses.doleta.gov/wotcdata.asp](http://www.uses.doleta.gov/wotcdata.asp)

### **Script:**

If you were to hire me as an ex-offender, you could qualify for a tax credit up to \$2,400, just for hiring me under the Work Opportunity Tax Credit Program.  
(Show the employer the handout)

\*See below pages for example forms.

## Pre-Screening Notice and Certification Request for the Work Opportunity Credit

OMB No. 1545-1500

► See separate instructions.

**Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.**

Your name \_\_\_\_\_ Social security number ► \_\_\_\_\_

Street address where you live \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If you are under age 40, enter your date of birth (month, day, year) \_\_\_\_/\_\_\_\_/\_\_\_\_

- 1 ☐ Check here if you are completing this form **before** August 28, 2007, and you lived in the area impacted by Hurricane Katrina on August 28, 2005. If so, please enter the address, including county or parish and state where you lived at that time.  
\_\_\_\_\_
- 2 ☐ Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
- 3 ☐ Check here if **any** of the following statements apply to you.
- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
  - I am a veteran and a member of a family that received food stamps for at least a 3-month period during the past 15 months.
  - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
  - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
    - a** Received food stamps for the past 6 months, **or**
    - b** Received food stamps for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
  - During the past year, I was convicted of a felony or released from prison for a felony.
  - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
- 4 ☐ Check here if you are a veteran entitled to compensation for a service-connected disability **and**, during the past year, you were:
- Discharged or released from active duty in the U.S. Armed Forces, **or**
  - Unemployed for a period or periods totaling at least 6 months.
- 5 ☐ Check here if you are a member of a family that:
- Received TANF payments for at least the past 18 months, **or**
  - Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years, **or**
  - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

### Signature—All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ► \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Employer's Use Only**

Employer's name \_\_\_\_\_ Telephone no. ( ) - EIN ▶ \_\_\_\_\_

Street address \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

Person to contact, if different from above \_\_\_\_\_ Telephone no. ( ) - \_\_\_\_\_

Street address \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under Members of Targeted Groups in the separate instructions), enter that group number (4 or 6) . . . . . ▶ \_\_\_\_\_

|                 |                     |                       |                       |                       |              |                       |                |                       |
|-----------------|---------------------|-----------------------|-----------------------|-----------------------|--------------|-----------------------|----------------|-----------------------|
| Date applicant: | Gave<br>information | _____ / _____ / _____ | Was<br>offered<br>job | _____ / _____ / _____ | Was<br>hired | _____ / _____ / _____ | Started<br>job | _____ / _____ / _____ |
|-----------------|---------------------|-----------------------|-----------------------|-----------------------|--------------|-----------------------|----------------|-----------------------|

**Complete Only If Box 1 on Page 1 is Checked**State and  
county or  
parish of  
job  
\_\_\_\_\_
☐ Check if the individual was not your employee on August 28, 2005, and this is the first time the employee has been hired by you since August 28, 2005.

Under penalties of perjury, I declare that the applicant completed this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group. I hereby request a certification that the individual is a member of a targeted group.

**Employer's signature ▶****Title****Date** / /**Privacy Act and  
Paperwork Reduction  
Act Notice**

Section references are to the Internal Revenue Code.

Section 51(d)(13) permits a prospective employer to request the applicant to complete this form and give it to the prospective employer. The information will be used by the employer to complete the employer's federal tax return. Completion of this form is voluntary and may assist members of targeted groups in securing employment. Routine uses of this form include giving it to the state workforce agency (SWA), which will contact appropriate sources to confirm that the applicant is a member of a targeted group. This form may also be given to the Internal Revenue Service for administration of the Internal Revenue laws, to the Department of Justice for civil and

criminal litigation, to the Department of Labor for oversight of the certifications performed by the SWA, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

**Recordkeeping** . . . . . 5 hrs., 30 min.

**Learning about the law or the form** . . . . . 24 min.

**Preparing and sending this form to the SWA** . . . . . 30 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6406, Washington, DC 20224.

Do not send this form to this address. Instead, see *When and Where To File* in the separate instructions.

**Individual Characteristics Form (ICF)  
Work Opportunity Tax Credit**

**U.S. Department of Labor**  
Employment and Training Administration

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                               |                                                                                                |                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1. Control Number (For Agency use only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>APPLICANT INFORMATION</b><br>(See instructions on reverse) |                                                                                                | OMB No. 1205-0371<br>Expiration Date:<br>2. Date Received (For Agency Use only) |
| <b>EMPLOYER INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                               |                                                                                                |                                                                                 |
| 3. Employer Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4. Employer Address and Telephone                             | 5. Employer Federal ID Number (EIN)                                                            |                                                                                 |
| <b>APPLICANT INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |                                                                                                |                                                                                 |
| 6. Applicant Name (Last, First, MI)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 7. Social Security Number.                                    | 8. Have you worked for this employer before? Yes ____ No ____<br><br>If YES, enter date: _____ |                                                                                 |
| <b>APPLICANT CHARACTERISTICS FOR WOTC TARGET GROUP CERTIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                               |                                                                                                |                                                                                 |
| 9. Employment Start Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10. Starting Wage                                             | 11. Position                                                                                   |                                                                                 |
| 12. Are you at least age 16, but under age 40? Yes ____ No ____ If YES, enter your <i>date of birth</i> _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                               |                                                                                                |                                                                                 |
| 13. Are you a Veteran of the U. S. Armed Forces? Yes ____ No ____ If NO, go to Box 14. If YES, are you a member of a family that received Food Stamps for at least 3 months during the 15 months before you were hired? Yes ____ No ____<br>If YES, enter name of <i>primary recipient</i> _____ and <i>city and state</i> where benefits were received _____<br>OR, are you a veteran entitled to compensation for a service-connected disability? Yes ____ No ____<br>If YES, were you discharged or released from active duty within a year before you were hired? Yes ____ No ____<br>OR, were you unemployed for a combined period of at least 6 months during the year before you were hired? Yes ____ No ____                                                                                                                                                                            |                                                               |                                                                                                |                                                                                 |
| 14. Are you a member of a family that received Food Stamps for the 6 months before you were hired? Yes ____ No ____<br>OR, received Food Stamps for at least a 3-month period during the 5 months before you were hired and are no longer receiving them?<br>Yes ____ No ____<br>If YES to either question, enter name of <i>primary recipient</i> _____ and <i>city and state</i> where benefits were received _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                               |                                                                                                |                                                                                 |
| 15. Were you referred to an employer by a Vocational Rehabilitation Agency approved by a State? Yes ____ No ____<br>OR, by an Employment Network under the Ticket to Work Program? Yes ____ No ____<br>OR, by the Department of Veterans Affairs? Yes ____ No ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                               |                                                                                                |                                                                                 |
| 16. Are you a member of a family that received TANF assistance for any 9 months during the 18 months before you were hired? Yes ____ No ____<br>If NO, are you a member of a family that received TANF assistance for at least the last 18 months before you were hired? Yes ____ No ____<br>OR, are you a member of a family that received TANF benefits for <b>any</b> 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended within 2 years before you were hired? Yes ____ No ____<br>OR, did your family stop being eligible for TANF assistance within 2 years before you were hired because Federal or state law limited the maximum time those payments could be made? Yes ____ No ____<br>If YES, to any question, enter name of <i>primary recipient</i> _____ and <i>city and state</i> where benefits were received _____ |                                                               |                                                                                                |                                                                                 |
| 17. Were you convicted of a felony or released from prison after a felony conviction during the year before you were hired?<br>Yes ____ No ____ If YES, enter <i>date of conviction</i> _____ and <i>date of release</i> _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                               |                                                                                                |                                                                                 |
| 18. Do you live in an Empowerment Zone or Renewal Community? Yes ____ No ____<br>OR, in a Rural Renewal County (RRC)? Yes ____ No ____ If YES, enter <i>name of the RRC</i> : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |                                                                                                |                                                                                 |
| 19. Did you receive Supplemental Security Income (SSI) benefits for any month ending within 60 days before you were hired?<br>Yes ____ No ____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                               |                                                                                                |                                                                                 |
| 20. Sources used to document eligibility:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                               |                                                                                                |                                                                                 |
| I certify that this information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |                                                                                                |                                                                                 |
| 21. Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                               | 22. Date                                                                                       |                                                                                 |

**INSTRUCTIONS FOR COMPLETING THE INDIVIDUAL CHARACTERISTICS FORM (ICF), ETA 9061.** This form is used together with IRS Form 8850 to help state workforce agencies (SWAs) determine eligibility for the Work Opportunity Tax Credit (WOTC) Program. The form may be completed by the applicant, the employer or employer representative, the SWA/DLA, or the participating agency and signed by the individual completing the form. This form is required to be used, without modification, by all employers (or their representatives) seeking the WOTC.

Boxes 1 and 2. **SWA.** For agency use only.

Boxes 3-5. **Employer Information.** Enter the name, address including ZIP code, telephone number, and employer Federal ID number (EIN) of the employer requesting the certification for the WOTC. Do not enter information pertaining to the employer's representative, if any.

Boxes 6-11. **Applicant Information.** Enter the applicant's name and social security number as they appear on the applicant's social security card. In Box 8, indicate whether the applicant previously worked for the employer, and if so, enter a date or approximate date of employment.

Boxes 12-19. **Applicant Characteristics.** Read each question carefully, answer each question, and provide additional information where requested.

Box 20. **Sources to Document Eligibility.** The applicant or employer must provide documentary evidence to substantiate the **YES answers** on page 1. List or describe the documentary evidence\* that is attached to the ICF or that will be provided to the SWA. Indicate in parentheses next to each document listed whether it is attached (A) or forthcoming (F). Some examples of acceptable documentary evidence are provided below. A letter from the agency that administers a relevant program may be furnished specifically addressing the question to which the applicant answered YES. For example, if an applicant answers YES to either question in Box 14 and enters the name of the primary recipient and the city and state in which the benefits were received, the applicant could provide a letter from the appropriate Food Stamp agency stating to whom Food Stamp benefits were paid, the months for which they were paid, and the names of the individuals included on the grant for each month.

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**Examples of Documentary Evidence and Collateral Contacts.** You may check with your SWA to find out what other sources you can use to prove target group eligibility. (Please provide documentation or collateral contacts for each question for which you answered **YES**.)

#### QUESTION 12

- Birth Certificate
- Driver's License
- School I.D. Card\*
- Work Permit
- Federal/State/Local Gov't I.D.
- Copy Hospital Record of Birth

#### QUESTION 13

- SSI Record or Authorization
- DD-214
- Reserve Unit Contacts
- Discharge Papers

#### QUESTIONS 14 & 16

- TANF/Food Stamp Benefit History
- Signed Statement from Authorized Individual w/Specific Description of Months Benefits Were Received
- Case Number Identifier

#### QUESTION 15

- Voc. Rehab. Agency Contact
- Veterans Administration
- Records' Signed Statement from Authorized Individual w/Specific Description of Months Benefits Rec'd
- To Determine *Ticket Holder* (TH) Eligibility, Fax Page 1 of Form 8850 to MAXIMUS to Verify if Applicant: 1) is a TH, and 2) has an IWP from and Employment Network

#### QUESTION 17

- Parole Officer's Name or Statement
- Correction Institution Records
- Court Records' Extracts

#### QUESTION 18

- Driver's License
- Work Permit
- Utility Bills
- Signed Statement from Authorized Individual w/Specific Description
- Lease Papers
- Voter Registration Card
- Food Stamp Award Letter
- Selective Service
- W-4
- Registration Card
- To determine if the address of a DCR is in a Rural Renewal Community, visit the site: [www.usps.com](http://www.usps.com). **Click on Find a Zip Code; Enter & Submit Address/Zip Code; Click on Mailing Industry Information; Download and Print the Information for Case File.**

#### QUESTION 19

- SSI Record or Authorization
- SSI Contact
- Evidence of SSI Benefits

**Note.** \* Where a Federal I.D. Card does not contain age or birth date, the SWA must obtain another valid document to verify an individual's age.

\*\* Where a library card does not contain the holder's address, the SWA must obtain another document issued in the jurisdiction where the EZ/RC or RR County is located showing the holder's address.

In March 1998, an ETA directive, officially rescinded the authority to use Form I-9 as proof of age and residence. Therefore the I-9 is no longer a valid piece of documentary evidence.

Box 21: **Signature.** The person who completed this form must affix his/her signature here. If the applicant who completed the form is a minor, the parent or guardian must sign this box.

Box 22: **Date.** Enter the month, day and year when the form was completed.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. Respondent's obligation to reply to these questions is required to obtain and retain benefits per law 104-188. Public reporting burden for this collection of information is estimated to average 20 minutes per response including the time for reading instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing burden to the U.S. Department of Labor, Employment and Training Administration, Division of Adult Workers, Room C-4514, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).

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.....  
(Cut along dotted line and keep in your files)

TO: THE JOB APPLICANT OR EMPLOYEE,

THE INFORMATION AND THE SUPPORTING DOCUMENTATION YOU HAVE PROVIDED IN COMPLETING THIS FORM —OR IN SOME CASES OTHER INFORMATION THAT COULD VERIFY THE RESPONSES YOU HAVE GIVEN TO THE ITEMS/QUESTIONS IN THIS FORM— WILL BE DISCLOSED BY YOUR EMPLOYER TO THE STATE WORKFORCE AGENCY (SWA). ENTER THE SWA's NAME BELOW:

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IN ORDER TO QUALIFY FOR A FEDERAL EMPLOYER TAX CREDIT, PROVISION OF THIS INFORMATION IS VOLUNTARY. HOWEVER, THE INFORMATION IS REQUIRED FOR YOUR EMPLOYER TO RECEIVE THE FEDERAL TAX CREDIT. IF THE INFORMATION YOU PROVIDE IS ABOUT A MEMBER OF YOUR FAMILY, YOU SHOULD PROVIDE HIM/HER A COPY OF THIS NOTICE

## **Workforce Investment Act (WIA) (On the Job Training)**

**CAUTION: Use this ONLY if you are already enrolled in the Workforce Investment Act Program! Otherwise, you will be misrepresenting yourself to the employer, which will be considered lying to him/her.**

### **Script:**

In addition to the Work Opportunity Tax Credit and the Federal Bonding Program, I am also enrolled in the **Workforce Investment Act**, which is willing to pay up to 50% of my wages during the initial training period. In other words, you would be getting me for half-price during the initial training period. (Hand the employer any information your case manager with WIA gave you to hand out).

Note: This same basic script can be used for any other programs you might be enrolled under, such as SER Corporation, Voc-Rehab, etc. that offer on-the-job training reimbursement to employers. Just replace the bolded words!

## How do I get my Birth Certificate?

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To obtain a copy of a birth certificate in the United States, write or go to the vital statistics office in the state or area where the event occurred. To ensure that you receive an accurate record for your request, and that it is filled as quickly as possible follow these steps:

Make your letters concise and to the point.

Do NOT include more than one or two requests at once, and be careful not to write confusing details of your family history.

Type or print all names and addresses in your letter.

Provide complete information on an individual and event for which you need documents. Include all names that may have been used, including nicknames, and alternate spellings. List dates and type of event as completely and accurately as possible. If you don't know the exact date, specify the span of years you wish searched and be prepared to pay for searches that span several years. Always provide a self addressed stamped envelope.

### **Be sure to include the following information:**

- **Father's name:**
- **Mother's maiden name:**
- **Date certificate requested:**
- **The purpose for which the record is needed (explain your situation):**
- **Your full name (include middle name(s), last name in CAPS) :**
- **Your Sex:**
- **Your Date of Birth (DOB):**
- **Your Place of Birth (include city/town, county, state, and name of hospital (if known):**
- **Signature (sign the letter):**

If the addresses to state vital records departments are not available in the institution library, you may call the state contact telephone number for vital documents. Ask your counselor or case manager for assistance. You should include a letter from your case manager or counselor indicating that you are who you claim to be and the purpose for obtaining the record.

\*Turn page for contact listings



## **State Contacts for Vital Documents**

Vital Records Fees for Services Are Subject to Change  
(As of 1/27/2005)

### **Alabama**

Alabama Vital Records  
State Department of Public Health  
P.O. Box 5625  
Montgomery AL 36103-5625  
334-206-5418  
<http://ph.state.al.us/chs/VitalRecords/VRECORDS.HTML>

### **Arkansas**

Division of Vital Records  
Arkansas Department of Health  
Slot #44  
4815 W Markham St  
Little Rock AR 72205-3867  
501-661 -2174  
<http://www.healthyarkansas.com>

### **Alaska**

Bureau of Vital Statistics  
Department of Health and Social Services  
5441 Commercial Blvd.  
Juneau AK 99801  
907-465-3391  
[http://www.hss.state.ak.us/dph/bvs\\_](http://www.hss.state.ak.us/dph/bvs_)

### **California**

Office of Vital Records  
Department of Health Services  
MS: 5103  
P.O. Box 997410  
Sacramento CA 95899-7410  
916-445-2684  
<http://www.dhs.ca.gov/hisp/chs/ovr/ordercert.htm>

### **American Samoa**

Registrar of Vital Statistics  
Vital Statistics Sections  
Government of American Samoa Passport Services  
Pago AS 96799 US  
Department of State 684-633-1222 ext 214  
(call to verify fee)

### **Canal Zone**

Vital Records Section  
Passport Services  
US Department of State  
1111 19<sup>th</sup> St. NW Suite 510  
Washington DC 20522-1705  
202-955-0307

### **Arizona**

Office of Vital Records  
Arizona Department of Health Services  
P.O. Box 3887  
Phoenix AZ 85030-3887  
602-364-1300  
<http://www.hs.state.az.us>

### **Colorado**

Vital Records Section  
CO Department of Public Health and Environment  
4300 Cherry Creek Drive South  
Denver CO 80246-1530  
HSVRD-VS-A1  
303-692-2200  
<http://www.cdphe.state.co.us/hs/certs.asp>

**Connecticut**

Vital Records  
Department of Health Services  
150 Washington St  
Hartford CT 06106  
860-509-7897

**Delaware**

Office of Vital Statistics  
Division of Public Health  
P.O. Box 637  
Dover DE 19903  
302-744-4549

**District of Columbia**

Vital Records Office  
825 N Capitol St NE 1st Floor  
Washington DC 20002  
202-442-9009  
[www.dchealth.dc.gov](http://www.dchealth.dc.gov)

**Florida**

Office of Vital Statistics  
P.O. Box 210  
1217 Pearl St  
Jacksonville FL 32231  
904-359-6900  
<http://www.doh.state.fl.us>

**Georgia**

Vital Records  
2600 Skyland Drive NE  
Atlanta GA 30319-3640  
404-679-4701

**Guam**

Office of Vital Statistics  
Department of Public Health and Social Services  
Government of Guam  
P.O. Box 2816  
Agana, GU, M.I. 96910  
671-734-4589

**Hawaii**

State Department of Health  
Office of Health Status Monitoring  
Insurance/Vital Statistics Section  
P.O. Box 3378  
Honolulu HI 96801  
808-586-4533

**Idaho**

Vital Statistics  
450 W State Street 1st Floor  
P.O. Box 83720  
Boise ID 83720-0036  
208-334-5988  
<http://www.state.id.us/dhw>

**Illinois**

Division of Vital Records  
IL Department of Public Health  
605 W Jefferson St  
Springfield IL 62702-5097  
217-782-6553  
<http://www.idph.state.il.us>

**Indiana**

Vital Records Department  
State Department of Health  
2 North Meridian Street  
Indianapolis IN 46204  
317-233-2700  
<http://www.in.gov/isdh/index.htm>

**Iowa**

Iowa Department of Public Health  
Bureau of Vital Records  
Lucas Office Building  
1st Floor  
321 East 12th Street  
Des Moines IA 50319-0075  
515-281-4944  
<http://www.idph.state.ia.us>

**Kansas**

Office of Vital Statistics  
Curtis State Office Building  
1000 SW Jackson Street  
Suite 120  
Topeka KS 66612-2221  
785-296-1400

**Kentucky**

Office of Vital Statistics  
Department for Health Services  
275 East Main Street  
Frankfort KY 40621-0001  
502-564-4212  
<http://publichealth.state.ky.us/vital.htm>

**Louisiana**

Vital Records Registry  
Office of Public Health  
325 Loyola Avenue  
New Orleans LA 70112  
504-568-5152  
<http://www.dhh.state.la.us>

**Maine**

Vital Records  
Maine Department of Human Services  
221 State Street  
11 State House Station  
Augusta ME 04333-0011  
207-287-3181  
<http://www.state.me.us>

**Maryland**

Division of Vital Records  
Department of Health and Mental Hygiene  
6550 Reisterstown Road  
P.O. Box 68760  
Baltimore MD 21215-0020  
410-764-3038  
<http://mdpublichealth.org/vsa>

**Minnesota**

Minnesota Department of Health  
Attention: Office of the State Registrar  
717 Delaware Street SE  
P.O. Box 9441  
Minneapolis MN 55440-9441  
612-676-5120  
<http://www.health.state.mn.us>

**Michigan**

Vital Records Request  
P.O. Box 30721  
Lansing MI 48909  
517-335-8656  
<http://www.michigan.gov/mdch>

**Mississippi**

Mississippi Vital Records  
State Department of Health  
P.O. Box 1700  
Jackson MS 39215-1700  
601-576-7981  
<http://www.msdh.state.ms.us>

**Missouri**

Missouri Department of Health and Senior Services  
Bureau of Vital Records  
930 Wildwood  
P.O. Box 570  
Jefferson City MO 65102-0570  
573-751-6400  
<http://www.dhss.state.mo.us/BirthAndDeathRecords/BirthAndDeathRecords.html>

**Montana**

Office of Vital Statistics  
Montana Department of Public Health and Human Services  
111 N Sanders Room 209  
P.O. Box 4210  
Helena MT 59604  
406-444-2685  
<http://www.dphhs.state.mt.us>

**Nebraska**

Vital Records  
Department of Health and Human Services  
301 Centennial Mall South  
P.O. Box 95065  
Lincoln NE 68509-5065  
402-471-2871  
<http://www.hhs.state.ne.us/ced/nevrinfo.htm>

**Nevada**

Office of Vital Records and Statistics  
Capitol Complex  
505 East King Street  
Room 0102  
Carson City NV 89710-4749  
775-684-4280  
<http://health2k.state.nv.us>

**New Hampshire**

Bureau of Vital Records  
29 Hazen Drive  
Concord NH 03301-6508  
603-271-4654  
<http://www.dhhs.state.nh.us>

**New Jersey**

New Jersey Vital Statistics  
Customer Service Unit  
P.O. Box 370  
Trenton NJ 08625-0370  
609-292-4087  
<http://www.state.nj.us/health/vital/vital.htm>

**New Mexico**

New Mexico Vital Records  
P.O. Box 26110  
Santa Fe NM 87502  
505-827-2338  
<http://www.health.state.nm.us>

**New York**

Certification Unit  
Vital Records Section  
2nd Floor  
800 N Pearl St  
Menands NY 12204  
518-474-3075  
<http://www.health.state.nv.us>

**New York City**

Office of Vital Records  
New York City Department of Health and Mental Hygiene  
125 Worth St  
CN4  
Room 133  
New York NY 10013  
212-788-4520  
<http://www.nyc.gov/health>

**North Carolina**

North Carolina Vital Records  
1903 Mail Service Center  
Raleigh NC 27699-1903  
919-733-3526  
<http://www.schs.state.nc.us/SCHS>

**North Dakota**

Division of Vital Records  
600 East Boulevard Avenue  
Dept. 301  
Bismarck ND 58505-0200  
701-328-2360  
<http://www.vitalnd.com>

**Northern Mariana Islands**

Commonwealth Recorder  
Superior Court  
P.O. Box 500307  
Saipan MP 96950  
670-236-9830 (phone)  
670-236-9831 (fax)

**Ohio**

Vital Statistics  
Ohio Department of Health  
246 N High Street  
1st Floor  
Columbus OH 43216  
614-466-2531  
<http://www.vitalrec.com/oh.html>

**Oklahoma**

Vital Records Service  
State Department of Health  
1000 Northeast 10th Street  
Oklahoma City OK 73117  
405-271-4040

**Oregon**

Oregon Vital Records  
P.O. Box 14050  
Portland OR 97293-0050  
503-731-4095  
<http://www.healthoregon.org/chs>

**Pennsylvania**

Division of Vital Records  
101 South Mercer Street  
Room 401  
P.O. Box 1528  
New Castle PA 16101  
724-656-3100  
<http://www.dsf.health.state.pa.us>

**Puerto Rico**

Department of Health  
Demographic Registry  
P.O. Box 11854  
Fernandez Juncos Station  
San Juan PR 00910  
787-767-9120

**Rhode Island**

Office of Vital Records  
Rhode Island Department of Health  
3 Capitol Hill Room 101  
Providence RI 02908-5097  
401-222-2811

**South Carolina**

Office of Vital Records  
SC DHEC  
2600 Bull Street  
Columbia SC 29201  
803-898-3630  
<http://www.state.sc.us/scdah/vit.htm>

**South Dakota**

Vital Records  
State Department of Health  
600 East Capitol Avenue  
Pierre SD 57501-2536  
605-773-4961  
<http://www.state.sd.us/doh/vitalrec/vital.htm>

**Tennessee**

Tennessee Vital Records  
Central Services Building  
421 5th Avenue, North  
Nashville TN 37247  
615-741-1763  
<http://www.2.state.tn.us/health/vr/index.htm>

**Texas**

Bureau of Vital Statistics  
Texas Department of Health  
P.O. Box 12040  
Austin TX 78711-2040  
512-458-7111  
<http://www.tdh.state.tx.us/bvs>

**Utah**

Office of Vital Records and Statistics  
Utah Department of Health  
288 North 1460 West  
P.O. Box 141012  
Salt Lake City UT 84114-1012  
801-538-6105  
<http://www.health.utah.gov/vitalrecords>

**Vermont**

Vermont Department of Health  
Vital Records Section  
P.O. Box 70  
108 Cherry Street  
Burlington VT 05402-0070  
802-863-7275  
<http://www.healthyvermonters.info/hs/vital/vitalhome.shtm>

**Virginia**

Office of Vital Records  
P.O. Box 1000  
Richmond VA 23218-1000  
804-662-6200  
<http://www.vdh.state.va.us>

**Virgin Islands**

St. Croix  
Department of Health  
Vital Statistics  
Charles Harwood Memorial Hospital  
St. Croix VI 00820

**Washington**

Department of Health  
Center for Health Statistics  
P.O. Box 9709  
Olympia WA 98507-9709  
360-236-4300  
<http://www.doh.wa.gov>

**West Virginia**

Vital Registration Office  
Room 165  
350 Capitol Street  
Charleston WV 25301-3701  
304-558-2931

**Wisconsin**

Wisconsin Vital Records Office  
1 West Wilson Street  
P.O. Box 309  
Madison WI 53701-0309  
608-266-1371  
<http://www.dhfs.state.wi.us/vitalrecords>

**Wyoming**

Vital Records Services  
Hathaway Building  
Cheyenne WY 82002  
307-777-7591

## **Driver's License Information: Proof of Identity**

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### **Acceptable Documentation:**

Kansas law requires all applicants obtaining a driver's license or identification card to provide proof of age and identity, proof of residency and address of principle residence. Applicants shall provide a photo identity document or a non-photo identity document if it includes both the applicant's full legal name and date of birth, and documentation showing the applicant's name and address of principal residence and the applicant's social security number. The Division of Motor Vehicles shall not issue any driver's license, instruction permit or identification card to any person who fails to provide proof that the person is lawfully present in the US. A Social Security number is required; however, it will not be used as your driver license or identification card number. If a Social Security number cannot be provided, documentation from list B, proving lawful presence will be required and must also include proof of residency and proof of principle address. All documents presented must be the original or a certified copy; no photocopies will be accepted.

All original applicants must present one document from list A, and a second document from list A, B, C or D, proof of residency and proof of principle address. Applicants presenting foreign documents must provide proof of lawful presence from list B, and a second document from list C or D, proof of residency and proof of principle address.

### **A) Documentation for American Citizens or persons born in the U.S.:**

1. Certified U.S. birth certificate (federal, state, county, Dept. of Justice)
2. U.S. Passport (not expired)
3. U.S. Military ID (active duty, dependent, retired, reserve or National Guard)
4. Bureau of Indian Affairs Tribal Identification Card
5. Certified Order of Adoption-original U.S. document
6. Certificate of Naturalization with intact photo or Certificate of U.S. Citizenship
7. U.S. military Common Access Card with photo, DOB, name and branch of service
8. Photo DL issued by a U.S. state (if expired, requires additional documentation)
9. U.S. government-issued Consular Report of Birth Abroad

### **B) Documentation for any other person: (All forms in this category must be valid and will require proof of residency and proof of address)**

1. Valid foreign passport with 1-94 or valid "Processed for 1-551" stamp with a mandated departure date greater than 60 days in the future-No Border Crossing Cards
2. I -94 with refugee status (passport not required)



3. Valid 1-551 Resident Alien/Permanent resident card
4. Valid photo Employment Authorization (issued by U.S. Dept. of Justice)
5. Valid U.S. Military ID (dependent)

**C) Documentation for Proof of name:**

1. Certified marriage certificate, U.S., city, county, state issued
2. Certified divorce decree, U.S. with official signature
3. Certified court order of name change, U.S. only
4. Valid U.S. Military ID (active duty, dependent, retired, reserve and National Guard)
5. Bureau of Indian Affairs Tribal ID card
6. Certified court order of adoption
7. Photo DL or ID card issued by a U.S. state (if expired requires additional documentation)
8. Birth Certificate from a U.S. territory (Puerto Rico, Guam, US Virgin Islands, US Samoa) or protected territory (Federal States of Micronesia, Northern Mariana Islands, Republic of Marshall Island, Republic Palau )

**D) Additional documentation to apply for a replacement Kansas DL or ID card:**

1. Valid motor vehicle registration with signature
  2. Selective Service Card with signature
  3. Valid life insurance card or policy
  4. Valid health insurance card or policy
  5. Kansas Vehicle title
  6. Diploma or GED
  7. Valid Kansas school or college identification card with photograph; or, commercially produced school yearbook with photo less than three years old
  8. Professional license
  9. Kansas welfare card with photo and signature
  10. Parole documents
  11. Medical records
  12. Kansas voter registration card
  13. Church marriage certificate (not accepted to change name)
  14. Photo DL issued by a U.S. state (if expired, requires additional documentation)
  15. May recite recent driving history to satisfaction of Examiner
  16. Military ID card, military dependent ID card, military discharge papers, military
- D.D. 214

**E) Documents for Proof of Kansas Residency and/or Proof of address-must be in the name of the applicant: (this list is not all inclusive, other documents may work to provide proof of residency and address).**

1. Kansas school forms; such as tuition invoices, receipts, class schedules, report cards, DE-99, or transcripts with the applicant's Kansas residential address; or, school, college or university records containing the student's name and Kansas address and valid school or college identification card with photograph
2. Kansas utility bills that display a Kansas address
3. Kansas property tax bill or receipt indicating a Kansas address
4. Kansas mortgage documents or homeowner insurance documents for a Kansas

- residence or proof of Kansas home ownership with a Kansas address
5. Kansas W-2 form not more than 18 months old with the applicant's name and Kansas address
  6. Valid Kansas Motor Vehicle registration at least 30 days old
  7. Proof of Kansas public assistance with a Kansas address
  8. Residential rental and/or lease agreement with a Kansas address; credit card statement with address issued within the last 90 days; checking or savings account statement within 60 days
  9. Payroll check stub issued by a Kansas employer within the last 2 month with imprinted residential address
  10. Original monthly bank statement not more than 2 months old issued by a bank with address
  11. Utility bill, not more than 2 months old, issued to the applicant (Cellular phone and pager bills are not acceptable)

### **How do I get my Driver's License?**

A driver's license is the best form of picture identification and can be useful in your employment search. Contact the state department of motor vehicles where you will be released for information on how to reinstate or obtain a driver's license. Be sure to include your name, birth date, address, and social security number in your correspondence.

### **State Contacts for Driver License Information**

(as of 12/02/2008)

Find updated DMV addresses at: <http://www.ftc.gov/privacy/dmv-add.shtm>

#### **Alabama Department of Public Safety**

500 Dexter Avenue  
Montgomery, AL 36104  
(334) 242-4400

#### **Arizona Department of Transportation**

Motor Vehicles Division  
P. O. Box 2100  
Mail Drop 500M  
Phoenix, AZ 85001-2100  
(602) 255-8152

#### **California Department of Motor Vehicles**

2415 First Avenue  
Sacramento, CA 95818  
(916) 657-7677

#### **Connecticut Department of Motor Vehicles**

60 State Street  
Wethersfield, CT 06161  
(860) 566-4710

#### **Alaska Dept. of Motor Vehicles**

2150 E. Dowling Road  
Anchorage, AK 99507  
(907) 269-5551

#### **Arkansas Office of Driver Services**

7th & Wolfe Street  
Joel Ledbedder Building, Room 126  
Little Rock, AR 72203  
(501) 682-7060

#### **Colorado Dept. of Revenue**

Motor Vehicle Division  
1881 Pierce Street  
Lakewood, CO 80214  
(303) 205-5600

#### **Delaware Dept. of Public Safety**

Motor Vehicle Division  
P.O. Box 698  
Dover, DE 19903  
(302) 739-2500

**District of Columbia**

Bureau of Motor Vehicle Services  
301 "C" Street, NW  
Washington, DC 20001-2100  
(202) 727-1159

**State of Georgia Department of Public Safety**

Driver Services Division  
959 East Confederate Avenue SE  
Atlanta, GA 30316  
(404) 657-9300

**Idaho Transportation Department**

Division of Motor Vehicles  
P. O. Box 7129  
Boise, ID 83707-1129  
(208) 334-8000

**Indiana Bureau of Motor Vehicles**

100 North Senate Avenue  
Room N440  
Indianapolis, IN 46204  
(317) 233-2349

**Kansas Department of Revenue**

Division of Motor Vehicles  
Sheila Walker  
Topeka, KS 66626-0001  
(913) 296-3660

**Louisiana Office of Motor Vehicles**

P. O. Box 64886  
Baton Rouge, LA 70896  
(504) 925-6335

**Maryland Motor Vehicle Administration**

6601 Ritchie Highway  
Glen Burnie, MD 21062  
(410) 768-7274

**Michigan Department of State**

Driver and Vehicle Records  
7064 Crowser Drive  
Lansing, MI 48918  
(517) 322-1000

**Mississippi Driver Services Bureau**

P. O. Box 958  
Jackson, MS 39205  
(601) 987-1200

**Florida Dept. of Motor Vehicles**

Driver Privacy Protection Act Requests  
2900 Apalache Pkwy, Room B435  
Neil Kirkman Bldg  
Tallahassee, FL 32399  
(850) 414-2426

**Hawaii Motor Vehicle Safety Office**

601 Kamokila Boulevard  
Kapolei, HI 96707  
(808) 692-7656

**Illinois Motorist Services**

Vehicle Services Department  
Record Inquiry Section  
501 South 2nd Street  
Springfield, IL 62756  
(217) 782-6992

**Iowa Department of Transportation**

Motor Vehicle Division  
P. O. Box 9204  
Des Moines, IA 50306-9204  
(515) 237-3202

**Kentucky Division of Vehicle Licensing**

Title Branch  
P.O. Box 2014  
Frankfort, KY 40602  
(502) 564-5301

**Maine Bureau of Motor Vehicles**

Secretary of State  
29 State House Station  
Augusta, ME 04333-0029  
(207) 287-9006

**Massachusetts Registry of Motor Vehicles**

P.O. Box 199100  
Boston, MA 02119-9100  
(617) 351-4500

**Minnesota Department of Public Safety**

Driver and Vehicle Services  
445 Minnesota Street  
St. Paul, MN 55101  
(612) 296-9525

**Missouri Department of Motor Vehicles**

P. O. Box 629  
Jefferson City, MO 65105  
(573) 751-4509

**Montana Motor Vehicle Division**

P. O. Box 201430  
303 North Roberts  
Helena, MT 59620-1430  
(406) 444-4536

**Nevada Department of Motor Vehicles and Public Safety**

555 Wright Way  
Carson City, NV 89711-0400  
(702) 687-5505

**New Jersey Motor Vehicle Services**

225 East State Street  
CN 160  
Trenton, NJ 08666  
1-888-486-3339  
TDD: (609) 292-5120

**New York State Dept. of Motor Vehicles**

6 Empire State Plaza  
Albany, NY 12228  
Upstate: 1-800-CALL-DMV  
516, 914 area: 1-800-DIAL-DMV  
212 area 645-5550, Spanish: 645-4465  
718 area 966-6155, Spanish: 966-6230

**North Dakota Driver's License and Traffic Safety Division**

608 East Boulevard Avenue  
Bismark, ND 58505-0700  
(701) 328-2725

**South Carolina Division of Motor Vehicles**

P. O. Box 1498  
Columbia, SC 29216  
(803) 737-1654  
1-800-442-1DMV

**Nebraska Department of Motor Vehicles**

301 Centennial Mall South  
Lincoln, NE 68509  
(402) 471-2281  
TDD: (402) 471-4154

**New Hampshire Department of Safety**

Division of Motor Vehicles  
James H. Hayes Bldg  
Ten Hazen Drive  
Concord, NH 03305  
(603) 271-2589

**New Mexico Taxation & Revenue Dept.**

Motor Vehicle Division  
P. O. Box 1028  
Joseph Montoya Building  
Santa Fe, NM 87504-1028  
1-888-MVD-INFO

**Ohio Bureau of Motor Vehicles**

1970 West Broad Street  
Columbus, Ohio 43223  
(614) 752-7600  
TDD: (614) 752-7681

**Oregon Driver & Motor Vehicle Services Branch**

1905 Lana Avenue  
Salem, OR 97314  
(503) 945-5000

**Rhode Island Motor Vehicles**

286 Main Street  
Pawtucket, RI 02860  
(401) 277-2970, ext. 2039

**Tennessee Department of Safety  
Driver License Issuance Division**

1150 Foster Avenue  
Nashville, Tennessee 37249-1000  
(615) 741-3954  
TDD: (615) 532-2281

**South Dakota Department of Revenue  
Division of Motor Vehicles**

445 East Capitol Avenue  
Pierre, SD 57501-3185  
(605) 773-5335

**The Utah Driver License Division**

4501 South 2700 West  
Salt Lake City, Utah 84119  
(801) 965-4437  
(801) 965-4496 (fax)

**Texas Department of Transportation  
Correspondence Section**

P. O. Box 12098  
Austin, TX 78711-2098  
(512) 465-7611

**Virginia Department of Motor Vehicles**

P. O. Box 27412  
Richmond, VA 23269  
(804) 367-0538 (Richmond & vicinity)  
(757) 461-1919 (Tidewater)  
(804) 309-1500 (Western Virginia)  
(703) 761-4655 (Northern Virginia)

**State of Vermont**

Department of Motor Vehicles  
State Office Building, 120 State Street  
Montpelier, Vermont 05601  
(802) 828-2000

**West Virginia Division of Motor Vehicles**

1800 Kanawha Boulevard East  
Charleston, WV 25317  
1-800-642-9066  
(304) 558-3900

**Washington Department of Licensing**

1125 Washington Street, SE  
P. O. Box 9020  
Olympia, WA 98507-9020  
(360) 902-3600  
TDD (360) 664-8885

**Wyoming Department of Transportation**

Driver Services Division  
P. O. Box 1708  
Cheyenne, WY 82003-1708  
(307) 777-4800

**Wisconsin Division of Motor Vehicles**

P.O. Box 7918  
Madison, WI 53707-7918  
(608) 266-1466

# SOCIAL SECURITY ADMINISTRATION

## Application for a Social Security Card

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**Applying for a Social Security Card is free!**

### USE THIS APPLICATION TO APPLY FOR:

- An **original** Social Security card
- A **replacement** Social Security card
- A **change of information** on your record

**IMPORTANT:** You **MUST** provide the required evidence before we can process the application. Follow the instructions below to provide the information and evidence we need.

- STEP 1** Read the instructions on this application. They contain important information about documents that can be submitted as evidence, and how to complete and submit the application.
- STEP 2** Complete and sign the application using **BLUE** or **BLACK INK**. **Do not** use pencil or other colors of ink. Please write legibly. If you print this application from our website, you must print it on 8 1/2" x 11" white paper (if you live abroad and cannot obtain 8 1/2" x 11" paper, A4 size paper (8.25" x 11.7") is the only acceptable alternative).
- STEP 3** Submit the completed and signed application with all required evidence to a Social Security office.

### HOW TO SUBMIT THIS APPLICATION

In most cases, you can mail or take this application with your evidence documents to any Social Security office. However, if you live in an area serviced by a Social Security Card Center, you may need to visit the Social Security Card Center in person for all SSN related business. We will return your documents to you.

**IMPORTANT:** If you are age 12 or older and have never been assigned a Social Security number before, you **MUST** apply in person.

If you have any questions about this form, or about the evidence documents we need, please visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov). Visiting our Internet site will help you make sure you have everything you need to apply for a card or change information on your record. You may also call Social Security at 1-800-772-1213 or contact your local office. You can find your nearest office or Social Security Card Center in your local phone directory or on our website.

### PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. **DO NOT** carry the card with you. Keep it in a secure location and only take it with you when you must show the card, e.g. to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. **DO NOT** allow others to use your Social Security number as their own.

### ABOUT YOUR EVIDENCE DOCUMENTS

You must provide the required documents based on your type of request. There will be situations when we must verify a document with the issuing agency. If your documents do not meet these requirements, we cannot process your application.

- We need **ORIGINAL** documents or **copies certified by the custodian of the record**. We will return your documents after we have seen them.
- **We cannot accept photocopies or notarized copies of documents.**
- See **EVIDENCE DOCUMENTS WE NEED TO SEE** on page 3.

**ORIGINAL CARD:** To apply for an **original card**, you will need to provide **at least two** documents to prove **age, identity, and U.S. citizenship or current lawful, work-authorized immigration status**. If you are not a U.S. citizen or do not have current lawful, work-authorized immigration status, you **MUST** prove that you have a valid nonwork reason for requesting a card. (See **HOW TO COMPLETE THIS APPLICATION, Page 2, Item 3.**)

**REPLACEMENT CARD:** To apply for a **replacement card**, you must prove your **identity** (See **IDENTITY**, Page 3). If you were born outside of the U.S., you will also need to prove your **U.S. citizenship or current lawful, work-authorized immigration status**.

**CHANGE OF INFORMATION:** If you need to correct information on your SSN card, or information shown in our records (e.g., a name change, or corrected date of birth), you will need to prove your **identity and provide documents that support the change and establish the reason for the change (e.g., a birth certificate to show your corrected date or place of birth)**. A name change document (e.g., marriage document) must identify you by both your old and new names. If it does not have enough identifying information (See **IDENTITY**, Page 3), we will request an identity document in your prior name and another in your new legal name in addition to the name change document. If you were born outside of the U.S., you also need to prove your **U.S. citizenship or current lawful, work-authorized immigration status**.

## **LIMITS ON REPLACEMENT SOCIAL SECURITY NUMBER (SSN) CARDS**

Public Law 108-458 imposes **limits on the number of replacement SSN cards** you may receive at 3 per year and 10 in a lifetime. In determining these limits, SSA will not count changes in legal name (i.e., first name or surname), or changes to a restrictive legend (i.e., Valid for Work with DHS Authorization, Not Valid for Employment) shown on the SSN card. In addition, we may grant exceptions on a case-by-case basis if you provide evidence to establish a need for an SSN card **beyond these limits** (e.g., a letter from a social services agency stating you must show the SSN card in order to get benefits).

## **HOW TO COMPLETE THIS APPLICATION**

Most items on the form are self-explanatory. Those that need explanation are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

2. Show the address where you can receive your card 10 to 14 days from now.
3. If you check "Legal Alien **Not** Allowed to Work," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet **all** of the requirements for the U.S. government benefit. NOTE: Not all U.S. State or local benefits are acceptable for non-work SSN purposes. Contact SSA to see if your reason qualifies.  
  
If you check "Other," you must provide a document from the U.S. government agency that explains why you need a Social Security number and that you meet all of the requirements for a Federal benefit except for the number.
5. Providing race/ethnic information is voluntary. However, providing this information helps us prepare statistical reports on how Social Security programs affect people. We do not reveal the identities of individuals in these reports.
6. Show the month, day and full (4 digit) year of birth, for example, "1998" for year of birth.
- 8.B. You **must** show the mother's Social Security number only when the application is for an **original** Social Security card for a person under age 18. However, this item may be left blank if the mother was never assigned a Social Security number, or if you do not know the mother's Social Security number and are unable to obtain it. We will still be able to assign a number to the person under age 18.
- 9.B. You **must** show the father's Social Security number only when the application is for an **original** Social Security card for a person under age 18. However, this item may be left blank if the father was never assigned a Social Security number, or if you do not know the father's Social Security number and are unable to obtain it. We will still be able to assign a number to the person under age 18.
13. If the date of birth you show in item 6 is different from the date of birth you used on a prior application for a Social Security card, show the date of birth you used on the prior application and submit evidence of age to support the date of birth in item 6.
16. If you are age 18 or older, you **must sign** the application. If you are under age 18, you or a parent or legal guardian may sign. If you are physically or mentally incapable of signing the application, generally a parent, close relative, or legal guardian may sign the application. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including any additional information on the signature line as this may invalidate your application. Call us if you need clarification about who can sign. (See the "IMPORTANT" note under evidence of **IDENTITY** on page 3.)

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## EVIDENCE DOCUMENTS WE NEED TO SEE

The following lists are not all inclusive. However, they provide examples of the types of documents we need to see. **All documents must meet the criteria shown under "ABOUT YOUR EVIDENCE DOCUMENTS" on Page 1 in order to be considered.** If you have questions or need to discuss additional documents, see "If you have any questions" also on Page 1. Some documents we **may** accept are as follows:

**AGE:** In general, we must see your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. Hospital record of your birth (created at the time of your birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must indicate that the birth data was taken from the original birth certificate)

Call us for advice if you cannot obtain one of these documents.

**IDENTITY: We must see evidence of identity in your legal name.** Your legal name will be shown on the SSN card. Generally, we prefer to see documents issued in the U.S. Documents submitted to establish identity must show your legal name **AND** provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description--height, eye and hair color, etc.). Additionally, if you send a photo identity document but do not appear in person, the document **must** show your biographical information (e.g., your date of birth, age, or parents' names). To protect your Social Security card and number, identity documents **must** be of recent issuance.

### WE **MUST** SEE YOUR:

- U.S. driver's license; **or**
- U.S. State-issued non-driver identity card; **or**
- U.S. passport

If you do not have one of these documents, or cannot get a replacement within 10 days, we may accept other documents such as a U.S. military identity card, Certificate of Naturalization, or employee identity card. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card or a school record maintained by the school.

If you are not a U.S. citizen, we **must** see your current U.S. immigration document and your foreign passport with biographical information or photograph.

**WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD OR CARD STUB, OR A SOCIAL SECURITY RECORD as evidence of identity.**

**IMPORTANT:** If you are **applying for a card on behalf of someone else, you must provide evidence that establishes your authority to sign the application on behalf of the person to whom the card will be issued** (e.g., a minor child's birth certificate establishes the authority of a parent to sign on behalf of the child). **In addition**, we must see different documents as proof of identity for both you and the person to whom the card will be issued.

**U.S. CITIZENSHIP:** In general, we can accept your U.S. birth certificate or U.S. Passport. Other documents we may accept are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

**IMMIGRATION STATUS:** We need to see a current document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, I-688B, or I-766. We **CANNOT** accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid nonwork reason. (See HOW TO COMPLETE THIS APPLICATION, Page 2, Item 3.) Your card will be marked to show you cannot work. If you do work, we will notify DHS.



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## THE PAPERWORK/PRIVACY ACT AND YOUR APPLICATION

The Privacy Act of 1974 requires us to give each person the following notice when applying for a Social Security number.

Sections 205(c) and 702 of the Social Security Act allow us to collect the facts we ask for on this form.

We use the facts you provide on this form to assign you a Social Security number and to issue you a Social Security card. You do not have to give us these facts, however, without them we cannot issue you a Social Security number or a card. Without a number, you may not be able to get a job and could lose Social Security benefits in the future.

The Social Security number is also used by the Internal Revenue Service for tax administration purposes as an identifier in processing tax returns of persons who have income which is reported to the Internal Revenue Service and by persons who are claimed as dependents on someone's Federal income tax return.

We may disclose information as necessary to administer Social Security programs, including to appropriate law enforcement agencies to investigate alleged violations of Social Security law; to other government agencies for administering entitlement, health, and welfare programs such as Medicaid, Medicare, veterans' benefits, military pension, and civil service annuities, black lung, housing, student loans, railroad retirement benefits, and food stamps; to the Internal Revenue Service for Federal tax administration; and to employers and former employers to properly prepare wage reports. We may also disclose information as required by Federal law, for example, to the Department of Homeland Security, to identify and locate aliens in the U.S.; to the Selective Service System for draft registration; and to the Department of Health and Human Services for child support enforcement purposes. We may verify Social Security numbers for State motor vehicle agencies that use the number in issuing drivers' licenses, as authorized by the Social Security Act. Finally, we may disclose information to your Congressional representative if they request information to answer questions you ask him or her.

We may use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies to determine whether a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it.

Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security offices. If you want to learn more about this, contact any Social Security office.

This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9.5 minutes to read the instructions, gather the facts, and answer the questions. *You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.***

MAIL OR TAKE THE COMPLETED FORM TO A LOCAL SOCIAL SECURITY OFFICE. The office is listed under U.S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213. You may also locate the nearest Social Security office on the Internet at <http://www.socialsecurity.gov>.

# SOCIAL SECURITY ADMINISTRATION

## Application for a Social Security Card

Form Approved  
OMB No. 0960-0066

|                                                 |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                        |                        |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>1</b>                                        | <b>NAME</b>                                                                                                                                                                                                                                                                                                                         | First                                                                                                                                                                                                                                                             | Full Middle Name                                                                                                                                                                                                                       | Last                   |
|                                                 | <b>FULL NAME AT BIRTH</b><br>IF OTHER THAN ABOVE                                                                                                                                                                                                                                                                                    | First                                                                                                                                                                                                                                                             | Full Middle Name                                                                                                                                                                                                                       | Last                   |
|                                                 | <b>OTHER NAMES USED</b>                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                        |                        |
| <b>2</b>                                        | <b>MAILING ADDRESS</b><br>Do Not Abbreviate                                                                                                                                                                                                                                                                                         | Street Address, Apt. No., PO Box, Rural Route No.                                                                                                                                                                                                                 |                                                                                                                                                                                                                                        |                        |
|                                                 |                                                                                                                                                                                                                                                                                                                                     | City                                                                                                                                                                                                                                                              | State                                                                                                                                                                                                                                  | ZIP Code               |
| <b>3</b>                                        | <b>CITIZENSHIP</b><br>(Check One)                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien <b>Not</b> Allowed To Work (See Instructions On Page 2) <input type="checkbox"/> Other (See Instructions On Page 2)               |                                                                                                                                                                                                                                        |                        |
| <b>4</b>                                        | <b>SEX</b>                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Male <input type="checkbox"/> Female                                                                                                                                                                                                     |                                                                                                                                                                                                                                        |                        |
| <b>5</b>                                        | <b>RACE/ETHNIC DESCRIPTION</b><br>(Check One Only - Voluntary)                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Asian, Asian-American or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> North American Indian or Alaskan Native <input type="checkbox"/> White (Not Hispanic) |                                                                                                                                                                                                                                        |                        |
| <b>6</b>                                        | <b>DATE OF BIRTH</b><br>Month, Day, Year                                                                                                                                                                                                                                                                                            | <b>7</b>                                                                                                                                                                                                                                                          | <b>PLACE OF BIRTH</b><br>(Do Not Abbreviate) City State or Foreign Country FCI                                                                                                                                                         |                        |
| <b>8</b>                                        | <b>A. MOTHER'S NAME AT HER BIRTH</b>                                                                                                                                                                                                                                                                                                | First                                                                                                                                                                                                                                                             | Full Middle Name                                                                                                                                                                                                                       | Last Name At Her Birth |
|                                                 | <b>B. MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 8B on Page 2)                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                   | <div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> <span style="font-size: 1.2em;">_ _ _ _ - _ _ - _ _</span> </div>                                                                                       |                        |
| <b>9</b>                                        | <b>A. FATHER'S NAME</b>                                                                                                                                                                                                                                                                                                             | First                                                                                                                                                                                                                                                             | Full Middle Name                                                                                                                                                                                                                       | Last                   |
|                                                 | <b>B. FATHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9B on Page 2)                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                   | <div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> <span style="font-size: 1.2em;">_ _ _ _ - _ _ - _ _</span> </div>                                                                                       |                        |
| <b>10</b>                                       | Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before?<br><input type="checkbox"/> Yes (If "yes", answer questions 11-13.) <input type="checkbox"/> No (If "no," go on to question 14.) <input type="checkbox"/> Don't Know (If "don't know," go on to question 14.) |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                        |                        |
| <b>11</b>                                       | Enter the Social Security number previously assigned to the person listed in item 1.                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                   | <div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> <span style="font-size: 1.2em;">_ _ _ _ - _ _ - _ _</span> </div>                                                                                       |                        |
| <b>12</b>                                       | Enter the name shown on the most recent Social Security card issued for the person listed in item 1.                                                                                                                                                                                                                                | First                                                                                                                                                                                                                                                             | Middle Name                                                                                                                                                                                                                            | Last                   |
| <b>13</b>                                       | Enter any different date of birth if used on an earlier application for a card.                                                                                                                                                                                                                                                     | <div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> <span style="font-size: 1.2em;">_ _ _ _</span> </div> <div style="text-align: center;">Month, Day, Year</div>                                                                      |                                                                                                                                                                                                                                        |                        |
| <b>14</b>                                       | <b>TODAY'S DATE</b><br>Month, Day, Year                                                                                                                                                                                                                                                                                             | <b>15</b>                                                                                                                                                                                                                                                         | <b>DAYTIME PHONE NUMBER</b><br><div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> <span style="font-size: 1.2em;">( ) - _ _ _ _</span> </div> <div style="text-align: center;">Area Code      Number</div> |                        |
| <b>16</b>                                       | I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.                                                                                                                                      |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                        |                        |
|                                                 | <b>YOUR SIGNATURE</b>                                                                                                                                                                                                                                                                                                               | <b>17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b><br><input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify)                                     |                                                                                                                                                                                                                                        |                        |
| DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY) |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                        |                        |
| NPN                                             |                                                                                                                                                                                                                                                                                                                                     | DOC                                                                                                                                                                                                                                                               | NTI                                                                                                                                                                                                                                    | CAN                    |
| PBC                                             |                                                                                                                                                                                                                                                                                                                                     | EVI                                                                                                                                                                                                                                                               | EVA                                                                                                                                                                                                                                    | EVC                    |
| PRA                                             |                                                                                                                                                                                                                                                                                                                                     | NWR                                                                                                                                                                                                                                                               | DNR                                                                                                                                                                                                                                    | UNIT                   |
| EVIDENCE SUBMITTED                              |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                   | SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW                                                                                                                                                      |                        |
|                                                 |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                   | DATE                                                                                                                                                                                                                                   |                        |
|                                                 |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                   | DATE                                                                                                                                                                                                                                   |                        |
|                                                 |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                   | DCL                                                                                                                                                                                                                                    |                        |

## **TRANSFERRABLE SKILLS**

### **KEY SKILLS FOR WORK SURVIVAL**

|                      |                     |                       |                     |
|----------------------|---------------------|-----------------------|---------------------|
| Set & meet deadlines | Attention to detail | Cooperate             | Manage time         |
| Implement decisions  | Manage money        | Accept responsibility | Organize            |
| Make decisions       | Punctual            | Planning              | Negotiating         |
| Communicate          | Instructing others  | Speak in public       | Increase efficiency |

### **COMMUNICATION SKILLS - USING WORDS AND/OR IDEAS**

|                           |                           |                     |                |
|---------------------------|---------------------------|---------------------|----------------|
| Speak clearly/effectively | Write clearly/effectively | Express ideas       | Negotiate      |
| Remember information      | Interviewing              | Persuade            | Listen         |
| Analyze                   | Editing                   | Speak in public     | Write speeches |
| Describe feeling          | Telephone skills          | Quick thinking      | Advertising    |
| Report information        | Sign language             | Follow instructions | Bilingual      |

### **ORGANIZE, MANAGE, AND LEADERSHIP**

|                        |                 |                      |                          |
|------------------------|-----------------|----------------------|--------------------------|
| Coordinate tasks       | Counsel         | Manage groups        | Direct others            |
| Initiate new ideas     | Detail Oriented | Motivate people      | Self-motivated           |
| Promote change         | Coach           | Negotiate agreements | Solve problems           |
| Sell ideas or products | Get results     | Decision making      | Provide feedback         |
| Manage conflict        | Plan/Delegate   | Deal w/ uncertainty  | Explain things to others |

### **WORKING WITH PEOPLE**

|                  |                     |                 |                  |
|------------------|---------------------|-----------------|------------------|
| Motivate         | Supervise           | Tough           | Listen           |
| Share credit     | Cooperate           | Kind            | Understanding    |
| Fitting in       | Teach               | Confront others | Outgoing         |
| Trust            | Help Others         | Patient         | Being sensitive  |
| Represent others | Delegate w/ respect | Tolerant        | Express feelings |
| Teamwork         | Negotiate           | Tactful         | Sociable         |
| Diplomatic       |                     |                 |                  |

### **WORKING WITH DATA**

|                    |                 |                 |                     |
|--------------------|-----------------|-----------------|---------------------|
| Analyze facts      | Detail-oriented | Count           | Organize            |
| Investigate        | Classify data   | Record facts    | Observe             |
| Compute            | Calculate       | Compare         | Take inventory      |
| Locate information | Analyze         | Examine         | Follow instructions |
| Do research        | Audit           | Work w/ budgets | Accurate            |

### **“THING” SKILLS**

|                          |                           |                            |
|--------------------------|---------------------------|----------------------------|
| Work with hands          | Repair things             | Assemble things            |
| Sense of touch           | Operate tools & machinery | Construct things/buildings |
| Physically strong        | Operate machines          | Typing                     |
| Drive & operate vehicles | Gathering & sorting       | Observing & inspecting     |

### **ARTISTIC / CREATIVE**

|             |                  |                  |                   |
|-------------|------------------|------------------|-------------------|
| Perform     | Dance            | Appreciate music | Design signs      |
| Acting      | Sing solo        | Build stage sets | Imagination       |
| Drawing     | Expressive       | Painting         | Create characters |
| Write songs | Play instruments | Sing in choir    | Write books       |

## Employment Information Work Sheet

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Use this worksheet to gather information about jobs you've had before. On an actual job application, you will usually be asked to list jobs starting with the most recent job first. Do the same with this worksheet. List all jobs previously worked. This is your work history. Include all non-paying jobs such as volunteer work, community service work, paid or unpaid.

### ***Personal History:***

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### ***Work History #1:***

Company: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_  
Position: \_\_\_\_\_  
Duties: \_\_\_\_\_

### ***Work History #2:***

Company: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_  
Position: \_\_\_\_\_  
Duties: \_\_\_\_\_

### ***Work History #3:***

Company: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_  
Position: \_\_\_\_\_  
Duties: \_\_\_\_\_

***Work History #4:***

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Zip Code: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_



## Education History Worksheet

---

When people think of education, school comes to mind. However, school is not the only source of obtaining knowledge. You may have had other types of training in your lifetime such as CPR, parenting, or operating a forklift. Keep this in mind when completing this section.

### ***Education History #1:***

School/Class: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Degree/Certificate/Date: \_\_\_\_\_

### ***Education History #2:***

School/Class: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Degree/Certificate/Date: \_\_\_\_\_

### ***Education History #3:***

School/Class: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Degree/Certificate/Date: \_\_\_\_\_

### ***Education History #4:***

School/Class: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Degree/Certificate/Date: \_\_\_\_\_

## Reference Worksheet

An employer may want to contact someone who has knowledge of your job performance and/or character. It is important when filling out a job application to have your reference's permission before using his or her name. References should be chosen from a professional standing rather than personal relationships, if possible. List three potential references you might use.

***Reference #1:***

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Professional Relationship: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_

***Reference #2:***

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Professional Relationship: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_

***Reference #3:***

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Professional Relationship: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Sample Reference Sheet**

---

An Employer will want References like these:

*References*

Gary Brinkman Jr.

Manager of Mountain Ridge Country Store

Phone: (316) 555-6481

Office: (316) 555-4474

e-mail: psmithereen@juno.com

Bobby Roberts

Store Clerk: Air Liquid, Canada

Office: (773) 555-5746

Fax: (773) 555-2592

Billie B. Barbuda

President of Western Canada Manufacturers Association

Phone: (312) 555-6222

Office: 1-800-555-4952

e-mail: abarb@bc.excellence.ca

### *Student Work Reference*

Kirk M. Franklin-Murray

Director, Welding Sales and Supplies

Phone: (913) 555-6735

Fax: (913) 555-6550

### *Volunteer Work Reference*

Michael Leonard Mapleton

Leader of Books for Cooks

Phone: (312) 555-8236

### **The Resume Tip Sheet**

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A well-typed resume is a very handy thing to have when you go to an interview. If done correctly, it will tell the employer about you as a person and your job-related skills. Resumes also show your past work history.

Although you will fill out an application form before you interview with an employer, the resume will impress the interviewer. **A good resume shows the employer that you care about finding a job and have taken the time to prepare yourself before the interview.** No matter what type of job you are looking for, a well-typed resume shows that you are a well-organized person. A well written resume will often set you apart from others who are interviewing for the same job. A good resume is an important job search tool and “sells” your employment skills to a prospective employer.



## Tips for an Effective Resume

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1. **Try to Use a Computer**-There are computer programs that make it much easier to prepare your resume. Your local library, Work Force Center, or “quick print” shop can help. Practice on the computer in the library transition resource center.
2. **Be Specific**-Don’t waste valuable space with overused, general statements. An example of a general or “flowery” statement is: “A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement.” Be direct and to the point in identifying your accomplishments.
3. **One or Two Pages**-If your career justifies a two-page resume, go ahead and create a document that explains the full range of your experiences and accomplishments. On the other hand, don’t ramble on about unrelated experiences. Ask yourself, “Will this statement help me land an interview?” Every word should sell you.
4. **Avoid Use of Personal Pronouns**-There should be no mention of “I” or “me” and only limited use of articles such as, “a,” “an,” and “the.” Also, do not use abbreviations.
5. **List Only Necessary Information**-Do not include your interests unless they are related to the job. For example, if applying for a position as a ski instructor, list cross-country skiing as a hobby. Personal information such as date of birth, marital status, height and weight, and salary or wages should not be on the resume.
6. **Center or Align Headings**-All headings should be easy to locate and consistent in layout.
7. **Avoid Making Excuses**-Don’t include the reasons you are no longer working at each job listed on your resume. The phrases, “company sold,” “boss was an idiot,” and “left to make more money” have no place on your resume. Be positive.
8. **Check for Typos**-Check for typos, grammatical errors, and coffee stains. Use the spell check feature on the computer and ask one or two friends to review the resume to find mistakes you might have missed.
9. **Use Quality Copy Paper**-Don’t try to save money by printing your resume on cheap copy paper instead of good quality stock. A resume should be printed on paper with a high percentage of cotton fiber; it should also be mailed in an envelope with a high percentage of cotton fiber. You can find resume paper and envelopes at any store that sells office supplies. Inspect copies for smudges and marks before distributing.

## Getting your Resume Out

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- Resumes should be sent to a person by name; make the extra effort to find out the name and title of the appropriate person.
- If you are asked to send a resume to Personnel or Human Resources, also send a resume to the person in charge of the department for which you want to work. Though the personnel staff executes the screening, the department manager has the final hiring authority.
- Always send your resume with a cover letter.
- When directly contacting employers, always have a copy of your resume available and offer it to them.
- When applying for a job with an employment application, you may want to attach your resume. Always take the time to completely fill out the application. NEVER handwrite on the application, “see resume.” Give a copy of your resume to your references as it provides information about you and helps them talk to an employer about your qualifications.
- Always phone the employer before or after sending your resume. Be courteous and professional and sell your qualifications.
- Always bring extra copies of your resume to an interview.
- Finally, **follow up, follow up, follow up!** It is no use mailing resumes if you do not take the time to follow up your efforts.

## Constructing your Resume

---

### **Action Verbs:**

Choose action verbs to put on your resume that best describes your skills, abilities and accomplishments.

**Analysis:** Analyzed, Studied, Determined, Discovered, Calculated, Forecasted, Evaluated, Conducted, Identified, Interpreted, Investigated, Planned, Researched, Revised, Selected, Solved, Ascertained, Clarified, Pinpointed, Probed, Integrated, Appraised, Assessed.

**Leadership/Supervision:** Explained, Governed, Guided, Presided, Scheduled, Stimulated, Trained, Recruited, Supervised, Managed, Orchestrated, Administered, Appointed Controlled, Directed, Cared for .

**Coordination:** Coordinated, Controlled, Orchestrated, Directed, Harmonized, Maintained, Presided, Systemized, Shaped, Steered, Arranged, Assembled, Activated, Scheduled, Facilitated, Handled.

**Training:** Trained, Coached, Advised, Instructed, Educated, Oriented, Enhanced, Taught, Instilled Briefed, Stimulated, Groomed, Enlightened, Guided, Motivated, Counseled.

**Organization:** Organized, Collected, Arranged, Collated, Catalogued, Indexed, Revised, Scheduled, Systematized, Classified, Itemized, Specified.

**Sales:** Sold, Marketed, Distributed, Obtained, Promoted, Generated, Stimulated, Recruited, Penetrated, Energized.

**Management:** Planned, Administered, Fostered, Promoted, Consulted, Organized, Directed, Conferred, Discussed, Formulated, Contacted, Facilitated, Supervised, Trained, Prepared, Arranged, Coordinated, Marketed, Maintained, Analyzed, Recommended, Reviewed, Handled, Prescribed, Participated, Accomplished, Determined, Approved, Contributed, Established.

**Creation:** Animated, Created, Initiated, Originated, Authored, Wrote, Designed, Composed, Conceived, Conceptualized, Formulated, Pioneered, Developed, Defined, Invented, Engineered, Fashioned, Founded, Illustrated, Mapped, Reproduced, Visualized.

**Growth:** Gained, Increased, Augmented, Amplified, Accumulated, Advanced, Heightened, Intensified, Strengthened, Maximized, Enhanced, Enlarged, Expanded, Broadened, Doubled, Reinforced, Concentrated, Condensed, Consolidated, Saved.

**Reduction:** Decreased, Diminished, reduced, Lowered, Minimized, Alleviated, Curtailed, Curbed, Declined, Divided, Simplified.

**Development:** Developed, Converted, Designed, Devised, Refined, Established, Improved, Improvised, Installed, Planned, Cultivated, Evaluated, Engineered, Explored, Examined, Researched, Analyzed, Upgraded, Updated.

**Efficiency:** Streamlined, Facilitated, Expedited, Simplified, Combined, Converted Eased, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized.

**Support:** Assisted, Participated, Augmented, Relieved, Boosted, Strengthened, Represented.

**Achievement:** Achieved, Elected, Won, Earned, mastered, Maintained, Performed, saved, Salvaged, Solved, Started, Succeeded, Utilized, Volunteered.

## Using Strong Action Verbs to Describe Skills

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Focus on using strong action verbs to describe forceful, highly specific facts in your statements, instead of general verbs and adjectives. This is what makes you unique to all other job seekers out there. Here are some typical examples and ways to rework them.

**Poor:** Customer Service

**Better:** Provided customer service for bank clients

What were the bank services?

Were there policies/procedures?

What did it result in?

**Best:** **Resolved consumer problems, explained bank services and policies, and communicated knowledge of financial planning, resulting in greater customer satisfaction.**

**Poor:** Department Manager

**Better:** Managed department and recruited participants

How did you manage the department?

What did you recruit for?

How many did you manage?

**Best:** **Managed a 12 person department that recruited Participants for marketing research studies resulting In cutting costs by one-third in less than six months**

**Poor:** Worked with children with special needs

**Better:** Organized and initiated group activities for children with Special needs

What duties?

What did they result in?

How did they fit into working with gifted students?

**Best:** **Organized and initiated group craft activities for Children with special needs to enhance peer Interaction and develop motor skills**

**Poor:** Duties included planning team teaching

**Better:** Coordinated team teaching activities

What grades did this include?

What was the result of the activities?

**Best:** **Coordinated team teaching activities resulting in understanding and cooperation among all primary grades**

## Sample Resumes

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[Your Name]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

---

### SKILLS/ABILITIES

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#### **Organizational/Management**

- Handled stocking and assisted in managing flow of stock in grocery store
- Prepared weekly inventory reports and submitted to supervisor
- Recommended new stocking system, which reduced stocking time by four hours a week
- Served as treasurer of high school RC airplane club for two years
- Coordinated candy sale fundraiser for RC airplane club, which resulted in \$350 in profit
- Helped plan monthly “flyings” and quarterly meetings

#### **Customer Relations**

- Assisted grocery shoppers in finding products
- Provided carry-out service
- Created new customer comment program, which included a personal letter from the appropriate department head and increased customer satisfaction by 75%
- Served 78 customers on neighborhood newspaper route and handled billing and collections
- Initiated revised billing program for paper route, which increased on-time payments by 30%

#### **Communication**

- Wrote articles about RC airplane club for high school newspaper

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### WORK HISTORY

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#### **Stock clerk**

*Fourth Coffee*, Maddington, FL

*June 2001-present*

#### **Newspaper carrier**

*Consolidated Messenger*, Coatsville, FL

*June 1999-June 2001*

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### EDUCATION

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#### **Graduate**

*Manhattan High School*, Manhattan, KS.

*June 2003*

## I. Chronological Resume

### **Devin Saunders**

604 Harmony Lane  
Wichita, KS 67214  
(316)555-1234

### **SUMMARY**

Mechanically inclined individual with numerous technical trade skills. Extremely hard-working with an outstanding record of success and achievement on the job. Skills offered include:

Machining

Carpentry

Pneumatics

Warehousing

Landscaping

Mechanics

Inventory Control

Rigging

Plumbing

Hydraulics

Fork Lift Operator

Job Pricing

### **EXPERIENCE**

Manning Property Management, Augusta, GA

2005-2007

#### **Repairman**

Supervised the maintenance and upkeep for 75 rental and lease properties, including private single-family residences, multi-unit dwellings, and commercial spaces. Ordered repair parts and maintained inventory of frequently used items. Interviewed, hired, and managed sub-contractors for major repair work.

Community Resorts, Savannah, GA

2003-2004

#### **Handyman**

Performed routine maintenance and emergency repair work for 82-unit vacation resort. Compiled and maintained complete records on all major appliances. Supervised major renovations to building exteriors and interior

### **EDUCATION**

Manhattan High School, Manhattan, KS.

1998-2003.

#### **High School Diploma**

## II. Combined Resume

### **Chris Fong**

604 Harmony Lane Derby, KS 67303 (316) 555-1234

#### **CARPENTER**

##### **Residential and Commercial Construction**

Skilled carpenter with 12+ years of experience in residential and commercial building. Recognized for superior work ethic and quality production. "Hands-on" background and "down-to-earth" outlook. Established reputation for always completing projects correctly. Self-starter, well-rounded and accurate. Knowledgeable in all facts of building from drywall to plumbing and electrical. Have a perfectionist eye for quality and detail; take pride in knowing that projects are done to quality standards. Patient and persistent in approach to achieving goals. Gather facts and data to make decisions. Look for method, procedure or system to solve problems. Thrive in a team- and deadline-oriented environment. Promote a commitment to high standards of excellence. Capable of performing quality work from rough carpentry to cabinet making.

Demonstrated aptitude in all phases of carpentry, including:

|                  |                      |                     |                     |
|------------------|----------------------|---------------------|---------------------|
| Residential      | Additions            | Trim                | Forklift operations |
| Commercial       | Sheetrock            | Tile Doors          | Remodeling          |
| New Construction | Cabinet installation | Plumbing/electrical | Good work habits    |

#### **PROFESSIONAL EXPERIENCE**

Collins Construction, Sharpsville, PA

1999-Present

##### **CARPENTER**

Built projects, including garages, residential homes and additions from start to finish using hand tools and air tools associated with carpentry.

Residential Carpenter's Union, Meadville, PA

1997-1998

##### **JOURNEYMAN**

Operated bobcat and forklift for loading and unloading materials. Light commercial projects included work with steel studs.

Turner Steel Services, Wheatland, PA

1989-1991

##### **LINE OPERATOR, SHIPPING-RECEIVING**

Operated forklift and overhead crane. Managed 12-inch leveling line. Packaged, loaded and invoiced materials.

#### **EDUCATION**

High School Diploma, 2003, Manhattan High School. Manhattan, KS. 66502



## Resume Practice

---

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Objective:** \_\_\_\_\_

**Summary of Skills (list about 6 skills):**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Work History: (Include all periods of employment that ended positively.)**

1. Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Employed (Mo./Yr.) \_\_\_\_\_

Briefly describe what you did:

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2. Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Employed (Mo./Yr.) \_\_\_\_\_

Briefly describe what you did:

---

---

---

3. Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Date Employed (Mo./Yr.) \_\_\_\_\_

Briefly describe what you did:

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Education: \_\_\_\_\_

Date Graduated: \_\_\_\_\_

Honors/Awards/Achievements \_\_\_\_\_

## Cover Letters

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A cover letter works well alongside a resume. It introduces you, your skills, and your experiences. Always include a brief, professional, and positive cover letter when sending a resume.

### *Sample Cover Letter*

January 1, 2007

Address the letter to a person by name.

Mr. Davon Welch  
Supervising Engineer  
Wichita Water Company  
P.O. Box 1875  
Wichita, KS 67214

Explain purpose of your letter. Identify the position you are applying for and how you are qualified.

Dear Mr. Welch:

Please accept this letter of application for the chemical engineer position recently advertised.

My experience includes managerial and practical engineering work in both the water treatment and chemical industries. It is my intention to pursue a position where I can utilize my past experience and education.

The enclosed resume highlights my qualifications. I will call your office next week to schedule an interview to discuss the industry and any future openings you may have at Wichita Water Company.

Thank you for your consideration.

Thank them for considering you.

Sincerely,

Benny L. Simpson  
1986 Glen Street  
Wichita, KS 67214  
Phone (316) 555-1754

Always include a daytime telephone number.

If this is a pre-interview letter, enclose resume.

Enclosure: resume

## Sample Cover Letters

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### I. Cover Letter Format

#### **Your Contact Information**

Name  
Address  
City, State, Zip Code  
Phone Number  
Email Address  
Date

#### **Employer Contact Information** (if you have it)

Name  
Title  
Company  
Address  
City, State, Zip Code

#### **Salutation**

Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

#### **Body of Cover Letter**

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

#### **First Paragraph**

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

#### **Middle Paragraph(s)**

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

#### **Final Paragraph**

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

#### **Complimentary Close**

Respectfully yours,

#### **Signature**

Handwritten Signature (for a mailed letter)

Typed Signature

II. Typical Cover Letter:

Amy Mathews,  
117 River St, Boston 02127  
(H) 617 247 8459  
(M) 617 847 1269

02.12.08

Mr. Luke Wilson,  
HR Manager,  
Safeway's Supermarket,  
Waltham Plaza,  
Boston, MA

Dear Mr. Wilson,

I am enclosing my resume for your review in response to your advertisement on usrecruit.com for a General Manager for your supermarket.

I have been employed as a General Manager at the Stop n Shop Supermarket chain for over six years now and during this time have gained considerable experience in this role. I have shown a large degree of flexibility throughout my tenure and have moved around the Massachusetts area when necessary to assist the branches with increasing sales and making sales targets.

I am highly engaged and have a proven track record in effective management and leadership skills, building motivated, dependable work teams.

I will contact you early next week to follow up on this application and schedule a convenient time for you to meet with me.

Thanking you in advance.

Yours sincerely,

Amy Mathews.

Cover Letter Practice

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Your street address/City/State, Zip/date above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name of person (if known-call and ask if not known), co. name, street address P.O.box, city, state, zip above.)

Dear (could be Human Resources, Personnel, Mr./Ms. last name)

1<sup>st</sup> \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_  
\_\_\_\_\_

Sincerely,  
(Sign name) \_\_\_\_\_  
(Print name) \_\_\_\_\_

## Thank You Letters

---

A well written thank you letter helps you stand apart from the crowd. It thanks the interviewer or job search contacts for what they did, and at the same time, puts your name in front of the employer again. The extra effort in writing a thank you letter shows that you are someone that will take time to show appreciation for the efforts of others.

May 30, 2007

LaKesha Townsend  
Personnel Director  
Dexter Manufacturing Company  
Wichita, KS 67214

Dear Ms. Townsend:

Thank you for interviewing me last Wednesday for the position of Line Quality Inspector. I believe Dexter Manufacturing Company and I have a lot in common!

The information you provided about your community was very helpful. Relocating to such a beautiful area is very appealing.

As you requested, my references and transcripts are enclosed. I look forward to meeting with you again. Until then, don't hesitate to call me with any further questions regarding my candidacy for this position.

Sincerely,

LaRone L. Wright  
268 6<sup>th</sup> Ave.  
Wichita, KS 67214  
(316) 222-1111

Follow up quickly. Send a letter the same day if possible.

Indicate specifically the reason for the thank you.

A thank you letter should be short and friendly. Be sure to use proper grammar and correct spelling.

Always include a daytime telephone number.

Let them know that you are available at their convenience and you are happy to supply any information needed.

A personal letter can be handwritten. If your handwriting is not neat and legible, type it.

## Sample Thank-you Letter

---

C/O Personnel/Human Resources/or name of HR/Personnel in known (call)

Company Name

Company Address

City, State, Zip

Mr. /Ms. (Name of Personnel/Human Resources):

Thank you for the opportunity I had to visit with you about (company name) on (date). I felt that I learned (some specific things that stood out to you) about (the position) and how my skills and abilities might be able to assist (company name) to achieve its goals for success. I feel that I would be an asset in this position because (your attributes).

Again, thank you for your time. You can reach me at (your phone number) and/or I will be checking back with you.

Sincerely,

(Your signature here)

**\*REMEMBER: FOLLOW UP, FOLLOW UP, FOLLOW UP!\***



**Thank you letter practice**

(Your street address, city, state, zip, date )

(c/o HR Person-first and last name)

Dear \_\_\_\_\_ (use Mr. / Ms. and last name)

Sincerely,

Sign your name here

Type your name here

## How to Conduct an Effective Job Search

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Unfortunately, the most popular method for locating positions, responding to advertised vacancies, is not the most effective. According to an article in the Harvard Business Review, nearly 80% of the openings available at any one time are never advertised. **Job-seekers should respond to employment ads, but the main thrust of your efforts should be toward establishing networks and identifying the hidden job market.**

### 1. Begin with Self-Assessment

The job search process begins with an identification of your values, interests, skills, accomplishments, experience, and goals. How can you seek a position if you don't know what you want from a job and what you have to offer prospective employers? Self-assessment, though a time-consuming process, provides invaluable information to facilitate career decisions and to prepare you to market your skills effectively.

### 2. Research and Explore Career Options

The next step in the job search process is to explore the “matches” between your identified skills, interests, and values and the demands of career fields and organizations in that industry.

### 3. Choose a Career Field, then Target Employers

After thoroughly researching possible careers/jobs, several field options will emerge as most realistic and attractive to you.

### 4. Prepare Job Search Materials and Develop Job Search Skills

Once your job goals have been targeted, resumes and application letters can be tailored to reflect your qualifications as they relate to the interests of prospective employers.

### 5. Plan and Conduct Job Search

Next, establish a target date for getting a job and decide how much time you can devote to your search.

### 6. Develop a Contact Network

Once you have targeted a career or specific position, you should acquaint yourself with professionals in that field or organization.

## Finding the Hidden Job Market

Experience has shown that informal networking is a very rich source of job leads and information about unpublished job opportunities. Successful networking requires that you have as many contacts as possible hear your story, so they realize you are in the job market.

### **Sources of Possible Contacts**

To begin developing your network, secure names of specific individuals. These names can be obtained through several means:

- Professors, friends, relatives, and former employers- or any professionals these people recommend.
- People in the information business -resource center directors or librarians.
- Community service agencies or area chambers of commerce.

### **Tools to Use for Job Search**

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***School career planning and placement offices.*** Placement offices usually have a list of part-time, temporary, and summer jobs offered on and off campus. They also may have lists of jobs for regional, nonprofit, and government organizations. In addition to linking you to potential employers, career planning offices usually provide career counseling, career testing, and job search advice.

***Employers.*** Through your library and Internet research, develop a list of potential employers in your desired career field. Employer Web sites often contain lists of job openings. Web sites and business directories can provide you with information on how to apply for a position or whom to contact. Even if no open positions are posted, do not hesitate to contact the employer and the relevant department. Even if they don't have a position available, they may be able to put you in contact with other people who might hire you, and they can keep you in mind if a position opens up. Make sure to send them your resume and a cover letter. If you are able to obtain an interview, be sure to send a thank-you note. Directly contacting employers is one of the most successful means of job hunting.

***Classified ads.*** The "Help Wanted" ads in newspapers list numerous jobs. You should realize, however, that many other job openings are not listed, and that the classified ads 'sometimes do not give all of the important information. They may offer little or no description of the job, working conditions, or pay. Some ads do not identify the employer. They may simply give a post office box to which you can mail your resume, making follow-up inquiries very difficult. Some ads offer out-of-town jobs; others advertise employment agencies rather than actual employment opportunities.

#### **When using classified ads, keep the following in mind:**

- Do not rely solely on the classifieds to find a job; follow other leads as well. Answer ads promptly, because openings may be filled quickly, even before the ad stops appearing in the paper.
- Read the ads every day, particularly the Sunday edition, which usually includes the most listings.
- Beware of "no experience necessary" ads. These ads often signal low wages, poor working conditions, or commission work.
- Keep a record of all ads to which you have responded, including the specific skills, educational background, and personal qualifications required for the position.

**Internet networks and resources.** The Internet is an invaluable resource. Use it to find advice on conducting your job search more effectively; to search for a job; to research prospective employers; and to communicate with people who can help you with your job search. No single Web site will contain all the information available on employment or career opportunities.

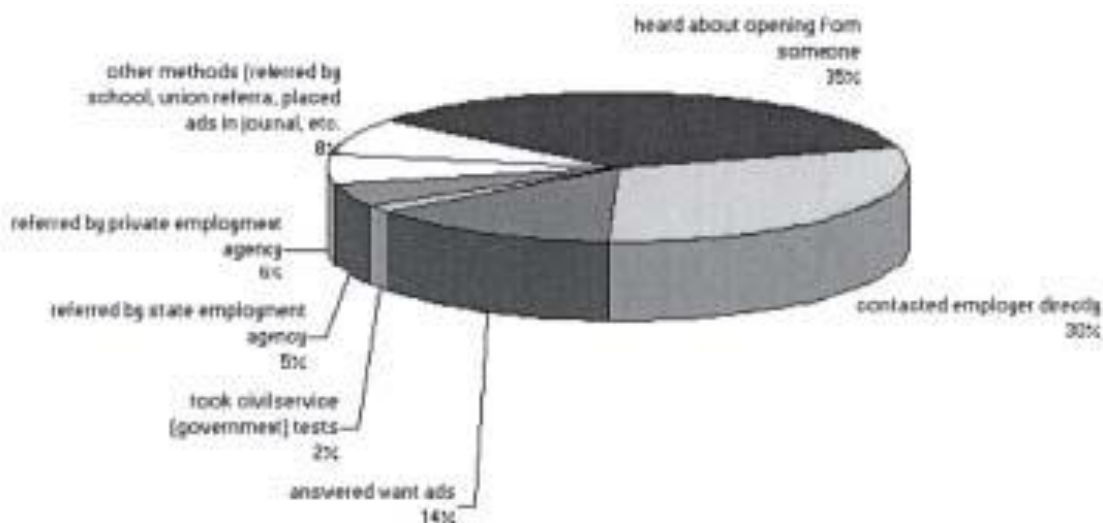
### **Job Applications Via Email**

When applying for jobs via email, write your cover letter in the body of an email message. Make sure you include a signature with your email address and phone number. Include the title of the position you are applying for in the subject line of your message.

If the job posting asks you to send an attachment, send your resume as an MSWord document. Many employers do not accept attachments. In these cases, paste your resume into your email message. Use a simple font and remove the fancy formatting. Send the message to yourself first to test that the formatting works. If everything looks good, resend to the employer.

### **Traditional Job Search Methods Are Not Very Effective**

Most job seekers don't know how ineffective some traditional job hunting techniques are. The chart that follows shows that fewer than 14 percent of all job seekers get jobs from reading want ads and other traditional job search methods.



**Accept an Entry-Level Position**-to get your foot in the door and then volunteer to help with more responsible positions within the business.

**Temporary Help Agencies**-are a fast source of income and supply you with helpful experience, even though the pay may be lower and fewer benefits offered. Many times the temporary job can turn into a full-time position.

**Volunteer Work**-shows employers a positive work ethic and may serve as a foot in the door to a potential employer. It is also an excellent opportunity to network. If you are volunteering for an organization, ask your volunteer coordinator to be a job reference for you.

**Internet**- allows you to browse at your convenience at home and most public libraries. You can find many different websites containing possible employment opportunities. Be sure you have no special release conditions prohibiting your use of the Internet.

**Job Card**-Below is an example of a pocket-sized card to leave with an employer. These are especially handy for “drop in” or cold contacts for employment.

**Name:** Bobby Brown

**Telephone:** (316) 555-6873

**Position:** Computer Technician

**Skills & Experience:** Two-year degree in Computer Science, Two- year degree in Business Management. Worked as the supervising technician for Steffen’s Mortgage Company (five years). Type 80 words per minute. Excellent problem-solving skills Very motivated. Able to manage multiple tasks at the same time. **Comments.** I am able to start immediately and willing to travel or relocate if necessary. I will also work over-time.

#### ***Blank Job Cards***

Name:  
Telephone:  
Position:

Name:  
Telephone:  
Position:

## Where to Find Job Information

---

If you know what job skills you have and what you like to do, you are ready to look for a job. You can look for job openings through the following sources:

- **Networking** - Tell everyone you know you are looking for a job. Ask about openings where your friends work (best way to find a job ).
- **Private Employers** - Contact employers directly to market your job talents. Talk to the person who would supervise you, even if there are no jobs currently available. Informational interviews are great if you know what you want to do and are looking for the right company.
- **Kansas Workforce Centers** - They provide assistance in finding jobs and offer a variety of other services at no cost. There is a list of Workforce Centers in your manual, or visit the Kansas Department of Commerce web site at [www.kansascommerce.com](http://www.kansascommerce.com)
- **Federal, State, and Local Government Offices** - The personnel offices list a wide range of job opportunities. Check the government listings in your local phone book.
- **Local Public Libraries** - They have books on occupations and often post local job announcements.
- **Newspaper Ads** - Look here, but remember, the newspaper contains less than five percent of the vacancies in your area.
- **Local Phone Book** - Look for career counseling centers in your area. Some may require a fee.
- **Local Radio or Television Stations** - They often list jobs available in your area.
- **Private Employment and Temporary Agencies** - They offer job-placement. Some may require a fee.
- **Community Colleges and Trade Schools** - Counseling and job information is available to students and alumni.
- **Private Training Centers** -They offer instruction in specific trades. Tuition is usually required. Check with your office of state education for credible schools.
- **Community Organizations** - Clubs, associations, women and minority centers, and youth organizations often have job listings for members.
- **Churches** - They frequently operate employment services or provide job search assistance.

- **Veterans' Placement Centers** - Contact the Veterans Representative at the Workforce Center in your area. Veterans' organizations often have job listings for members.
- **Unions and Apprenticeship Programs** - These provide job opportunities, information, and training. Contact a Workforce Center, the Kansas Apprenticeship council [(785)296-4161], or relevant labor union directly for information.
- **Government Sponsored Training Programs** - These programs offer direct placement or short-term training for applicants who qualify. Check the yellow pages under Job Training Programs or Government Services.
- **Journals and Newsletters** - Professional or trade associations often advertise job openings in their field. Ask for these at the local library.

*Under the Civil Rights Act of 1964, all of the sources listed above serve persons of any race, color, religion, sex, or national origin. The Age Discrimination Employment Act of 1967 forbids discrimination of older workers. Both laws forbid employers to discriminate in hiring.*

## Informational Review

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One of the best sources for gathering information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called *informational* or *research interviewing*. An informational interview is an interview that **you** initiate - you ask the questions. The purpose is to obtain information, not to get a job. Perhaps you may tap into a hidden job and "get hired." Following are some good

### REASONS TO CONDUCT INFORMATIONAL INTERVIEWS:

- to explore careers and clarify your career goal
- to discover employment opportunities that are not advertised
- to expand your professional network
- to build confidence for your job interviews
- to identify your professional strengths and weaknesses

The informational interview provides the opportunity to build self-confidence and to improve your ability to handle a job interview.

Things you should do during and after an informational interview:

1. Take notes during the meeting
2. Write topics covered after the interview of the information gained to highlight or remember the important points discussed
3. Write a thank you note to the people you interviewed. This will build a strong rapport with career contacts and you increase the likelihood that they will offer assistance with your job search.

Question to ask yourself after the interview:

- What did I learn from this informational interview?
- What did I like about this interview?
- What didn't I like about this interview?
- What advice did I receive?
- How was the environment?
- What made me nervous?

## **Informational Interviewing**

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**Prepare a list of your own questions for your Informational interview. Following are some sample questions:**

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to being successful in this job?
4. What part of this job do you find most satisfying? Most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. Is there a demand for people in this occupation?
11. What special advice would you give a person entering this field?
12. What types of training do companies offer persons entering this field?
13. What do you think of my resume? Do you see any problem areas? How would you suggest I change it?
14. Who do you know that I should talk to next? When I call him/her, may I use your name?



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

## Job Search Strategies

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1. List three job search strategies you have used in the past.

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2. Which of the three job search strategies was most successful for you? Why?

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3. What were the disadvantages of the job search strategies you used in the past?

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### Job Search

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Complete the following three job search worksheets. Look for three specific job openings in the community that match your skills and interests. Unfortunately, being incarcerated limits available resources to newspapers, library references, trade magazines, and journals.

#### Example:

|                                             |                                   |
|---------------------------------------------|-----------------------------------|
| Seeking Method: Employment Weekly Newspaper |                                   |
| Contact Person:                             | Mr. Olson                         |
| Applying Position:                          | Custom Motorcycle Technician      |
| Address:                                    | 1234 5 <sup>th</sup> Street North |
| City: Bloomington                           | State: MN Zip: 55420              |
| Phone: 612-555-5555                         |                                   |

**Job Search #1:**

Seeking Method: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Applying Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Job Search #2:**

Seeking Method: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Applying Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Job Search #3:**

Seeking Method: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Applying Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes:

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## Phone Script

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### FOR CLASSIFIED AD:

Hello, my name is \_\_\_\_\_. I'm calling about the (job title) \_\_\_\_\_ position advertised in (name of newspaper & edition, i.e. Sunday's, yesterday's) \_\_\_\_\_.

I've had (number of years, or use "a lot" instead of a specific number of years) \_\_\_\_\_ of experience in this field and would like to set up a time for us to get together and discuss this job in more detail.

### FOR COLD CALL:

Hello, my name is \_\_\_\_\_. I'm calling to see if you have any openings for (job your interested in) \_\_\_\_\_. I've had (number of years, or use "a lot" instead of a specific number of years) \_\_\_\_\_ of experience in this field and would like to set up a time for us to get together and discuss this job in more detail.

### IF THEY DON'T HAVE OPENINGS

Would it be possible for me to come down and fill out an application in case any positions become available? Do you know of any (job title) \_\_\_\_\_ openings in the area?

### REMEMBER:

- Be polite. Whether you get the results you want or not, thank the person for taking the time to speak with you.
- Be prepared to answer questions about your background and/or experience.
- Have a pen and paper handy to take down information or directions.
- Be prepared to set up an interview.

This script will give you an idea of how to talk to an employer on the phone. You should always use your own words and use language with which you are comfortable. **AVOID SLANG.**

## Master the Job Applications

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Master the job application in order to look like a superstar candidate.

A company's policy may require you to fill out an application before being considered for a job. An application allows an employer to compare you to other applicants.

### Follow directions

Employers see how a job seeker completes an application as a test of his or her ability to follow directions. Do not just jump right in because the application may have hidden surprises. Read the application completely - especially the directions - before starting to write.

### Neatness counts

All the information on your applications should be printed so the employer can read it. A sloppy application tells the employer, "I'm sloppy."

### Fill in the blanks

Fill in all the blanks. If a question does not apply, use a dash or "NA" (not applicable) to show you read the entire question. Obviously, do not write in areas that say "Do Not Write." If an application is mailed to you, make a photocopy. Fill out the copy first, and then rewrite your information on the original.

### Things to Remember

- Hobbies and interests that you list could relate to what the employer is looking for or could include tasks needed on the job, requiring less training by the employer.
- Application request for "pay desired" is best left "negotiable" or "open."
- Do not use lazy responses such as "see resume" or "same."
- Include volunteer work as it shows that you are responsible and those skills may be needed
- Criminal record checks by employers are common. The employer may even ask you to sign a release form to allow them to look beyond what is just public record. Don't be afraid. Be honest it's the best policy. If the door opens for that job "fine;" if it doesn't open "fine" shake the "dust" off and move forward. Don't ever give up. "Winners never quit" and "Quitters never win."

### Reasons for Leaving

#### Never Write:

Fired  
Boss always pick on me  
Company went broke

#### Do Write:

Work slowed down  
Limited work schedule  
Company went out of business

## Applications -Tips

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- **Don't lie about your experience or qualifications.** Even if it helps you get the job initially, you can be fired if and when the truth becomes known (and it usually does).
- Never volunteer information that might be considered "negative" by employers (i.e. criminal record, substance abuse history, job terminations). If you are asked on the application about these things, put "will discuss." Since the purpose of an application is to get an interview for the job by putting "will discuss" instead of the possibly damaging information, you are forcing the employer to either give you the interview to get more information (which is the goal anyway) or eliminate you without really knowing why. If you are a qualified applicant, most employers won't do this.
- Remember: when you go to fill out an application, you should be groomed and dressed as if you were going on an interview. Sometimes you will be interviewed on the spot. When you file an application don't forget about it and hope the employer calls you. **Follow-up!** Usually after 5- 7 days. A phone call to check on the status of your application is recommended. In fact, the best advice any job seeker can get is "Don't give up!" There will probably be many "no's" before you get a job, however, if you are willing to work at getting a job, you will be successful. Good Luck!



## **Job Application**

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Imagine that you worked for a large or busy company. You are in charge of hiring new employees. You have three job openings now and about 500 people are applying for each position. You need to fill these jobs as quickly as possible. What's the fastest way to get through these job applications? Start the screening out process.

An employer can look over these job applications much faster than he can talk to each applicant right? Yes. Many of the applicants will be ruled out after a quick glance at their application. This process is called "screening out applications" and many applications will be screened out based on the information provided, the accuracy and neatness of the application. These application forms are designed for that purpose to help an employer quickly spot an applicant's lack of experience or other flaws. Most employers will follow the "screening out process" to eliminate all but the qualified applicant.

### **SCENARIO:**

#### **Who Gets Screened Out?**

**Read the following story to see how an application form can be used to screen you out.**

Ricky needed a job. He saw a sign on the window of a department store. The sign said "Help Wanted." Ricky decided to go inside the department store and inquire about the job and request an application for employment. The receptionist handed Ricky the application. After getting the job application Ricky sat down, he remembered that he didn't have anything to write with. Ricky approached the receptionist again and asked for a pen. He sat down to complete the application and noticed another gentlemen sitting nearby. He noticed that the other gentleman was filling out a job application as well. Ricky noticed the other applicants' appearance and that he was wearing a nice pair of slack, white shirt and tie. He also had on a nice pair of casual dress shoes. Ricky said to "himself" it appears that if they would hire someone on the spot it would definitely be the other guy who appeared "ready" for work; or , possibly ready for an on the spot interview.

Ricky looked over his application and noticed that there were a lot of little boxes with some very small print. Not a lot of room to write or print letters. Ricky had to leave a lot of boxes blank. He had the information but didn't bring it with him. Ricky couldn't remember some of his previous job duties that he performed on his last job. Ricky couldn't remember the phone numbers or what references he could use. Ricky completed the information the best he could. Ricky noticed that he made several mistakes at least 6 on the application. And one of the reasons he listed for losing his previous job was he got "fired." Because the boxes on the application was so small Ricky had to scratch out information and try to write over it when he made a mistake and the information he wrote wasn't clearly written and couldn't be read. The gentlemen nearby was closing his notebook and putting his ink pen away; Ricky wondered within himself, wow! It



looks like that guy had his entire information ready. ..it sure didn't take him long to complete his application. Minutes later, Ricky handed his application to the receptionist, she looked over the application and said "we'll call you if we need you."

**LET'S DISCUSS THIS SCENARIO?**

1. **What problems did Ricky face in this scenario?**
2. **What did the nearby applicant do that Ricky didn't**
3. **Would Ricky's application be screened out? If, so then why?**
4. **What are some steps Ricky can take to be "ready" the next time?**

## **Sample Job Application**

---

Below you will find several job applications. Please refer to these forms as a reference and for practice.

COMPANY OR  
EMPLOYER NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

APPLICANT TELEPHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

# Employment Application

YOUR NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

☐ Yes ☐ No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION: ☐ Yes ☐ No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Work (which shifts)? Select: \_\_\_\_\_

Work overtime? Select: \_\_\_\_\_

Provide a valid Alaska Drivers License? Select: \_\_\_\_\_

Are you able to perform the essential functions  
of the position with or without accommodations?

☐ Yes ☐ No

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14\_\_ 15\_\_ 16\_\_ 18\_\_ 19\_\_ 21\_\_

I WILL BE ABLE TO REPORT TO WORK \_\_\_\_ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

| EDUCATION:                               | Yrs. Completed | Field of Study | Graduate or Degree |
|------------------------------------------|----------------|----------------|--------------------|
| High School _____                        |                |                |                    |
| College/University _____                 |                |                |                    |
| Business/Technical _____                 |                |                |                    |
| Other (May include grammar school) _____ |                |                |                    |

MILITARY SERVICE: ☐ Yes ☐ No

Duty/Specialized Training: \_\_\_\_\_

REFERENCES: List two personal references who are not relatives or former supervisors.

|      |         |           |            |             |
|------|---------|-----------|------------|-------------|
| Name | Address | Telephone | Occupation | Years known |
| Name | Address | Telephone | Occupation | Years known |

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

|                           |                                           |                                       |
|---------------------------|-------------------------------------------|---------------------------------------|
| Employer Name and Address | Position Title/Duties Skills              | Dates Employed<br>from _____ to _____ |
| _____                     |                                           |                                       |
| _____                     |                                           | Reason for leaving                    |
| _____                     | Supervisor's Name: _____ Telephone: _____ |                                       |

|                           |                                           |                                       |
|---------------------------|-------------------------------------------|---------------------------------------|
| Employer Name and Address | Position Title/Duties Skills              | Dates Employed<br>from _____ to _____ |
| _____                     |                                           |                                       |
| _____                     |                                           | Reason for leaving                    |
| _____                     | Supervisor's Name: _____ Telephone: _____ |                                       |

## EMPLOYMENT CONTINUED...

|                           |                                           |                                       |
|---------------------------|-------------------------------------------|---------------------------------------|
| Employer Name and Address | Position Title/Duties Skills              | Dates Employed<br>from _____ to _____ |
|                           |                                           | Reason for leaving                    |
|                           |                                           |                                       |
|                           | Supervisor's Name: _____ Telephone: _____ |                                       |

|                           |                                           |                                       |
|---------------------------|-------------------------------------------|---------------------------------------|
| Employer Name and Address | Position Title/Duties Skills              | Dates Employed<br>from _____ to _____ |
|                           |                                           | Reason for leaving                    |
|                           |                                           |                                       |
|                           | Supervisor's Name: _____ Telephone: _____ |                                       |

Summarize other employment related to this job: \_\_\_\_\_

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: \_\_\_\_\_

Typing speed: \_\_\_\_\_ per minute.

Professional Licenses, Certifications or Registrations: \_\_\_\_\_

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: \_\_\_\_\_

In case of accident or illness please contact: Name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Information to the applicant:** As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section: \_\_\_\_\_

## Job Application (2)

All applicants recommended for employment will be subject to post-offer pre-employment drug screening.

Application Date : \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT



INSTRUCTIONS: PLEASE READ CAREFULLY - ALL requested information must be furnished. If an item does not apply to you, or if there is no information to be given, write "NA" for "not applicable." Documents submitted with this Application will not be returned. Please note: If a new position becomes available for which you would like to be considered, the City of Manhattan requires a new application be submitted. Applications for positions that are not open will be returned to you.

*If you are applying for a Seasonal Position please complete the SEASONAL APPLICATION.*

### PLEASE PRINT

Position(s) applying for (must list at least one currently available position): \_\_\_\_\_ REQUIRED

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Message Phone #: \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

1. Are you now, or have you ever been employed by the City of Manhattan, Kansas? ☐ YES ☐ NO  
If Yes: Department? \_\_\_\_\_ Position held? \_\_\_\_\_ Dates? \_\_\_\_\_

2. Do you have relatives working for the City of Manhattan? ☐ YES ☐ NO  
If yes: Department \_\_\_\_\_ Name/ Relationship \_\_\_\_\_

3. Are you 18 years of age or older? ☐ YES ☐ NO, if no, please state your age: \_\_\_\_\_  
**NOTE:** Applicants must be at least 16 years of age to be considered for employment.

4. Do you have a valid driver's license? ☐ YES ☐ NO  
If yes: State \_\_\_\_\_ License Number \_\_\_\_\_

**NOTE:** If a driver's license is required in the position for which you are applying, the City will make a motor vehicle operation history inquiry. A poor-driving record may disqualify an applicant from consideration for the position. By signing this application, you authorize the City to make an inquiry of your driving record.

5. Have you been convicted of a felony within the last 5 years? ☐ YES ☐ NO  
If YES, explain where, when, and reason. (Conviction will not affect employment decisions unless it specifically relates to the fitness to perform the position.) \_\_\_\_\_

6. If employed, can you provide proof of U.S. citizenship or immigration/visa status, which permits you to be employed in the U.S.? ☐ YES ☐ NO (Proof of citizenship or immigration status **will be** required upon employment)

7. May we contact your current employer? ☐ YES ☐ NO

8. May we contact your previous employers? ☐ YES ☐ NO

For 7 and 8: If NO, please explain \_\_\_\_\_

9. If a position is offered, on what date are you available for work? \_\_\_\_\_

10. Are you available to work ☐ FULL-TIME? ☐ PART-TIME? ☐ SHIFT WORK/WEEKENDS?

## EDUCATION

|                                                                                                   | Name and Location | Type of Cert./degree* | Date Received | Course of Study/Major |
|---------------------------------------------------------------------------------------------------|-------------------|-----------------------|---------------|-----------------------|
| High School                                                                                       |                   |                       |               |                       |
| College/ University                                                                               |                   |                       |               |                       |
| Graduate School                                                                                   |                   |                       |               |                       |
| Business/ Trade or other                                                                          |                   |                       |               |                       |
| <i>*If you are selected for an interview, transcripts or other certification may be required.</i> |                   |                       |               |                       |

List any licenses, professional registrations, honors, awards, or fellowships: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List membership in any clubs, groups, or organizations that contribute to your qualifications for the position you are applying for (please include dates of membership, and office held if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All applicants recommended for employment will be subject to post-offer pre-employment drug screening.

## Job Application (3)

Print Form

### Application for Employment

(Please Print)

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone (\_\_\_\_) \_\_\_\_\_ Cell / Beeper / Other Phone (\_\_\_\_) \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Type of employment desired \_\_\_\_\_

What amount of hourly rate/salary do you expect to make? \_\_\_\_\_

Have you been convicted of a crime in the last seven (7) years? ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

Conviction will not necessarily be a bar to employment, each instance and explanation will be considered in relation to the position for which you are applying.

Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

Have you had any moving violations while driving in the past three (3) years? (i.e. speeding tickets, accidents) ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

### Employment History

Please provide the following information for you past three (3) employers, assignments or volunteer activities, beginning with the most recent.

|                                      |           |                                                                       |                        |
|--------------------------------------|-----------|-----------------------------------------------------------------------|------------------------|
| From: _____                          | To: _____ | Employer: _____                                                       | Telephone (____) _____ |
| Job Title _____                      |           | Address _____                                                         |                        |
| Reason for leaving: _____            |           | Hourly rate / salary Starting \$ _____ Final \$ _____                 |                        |
| Immediate Supervisor and Title _____ |           | Summarize the nature of work performed and job responsibilities _____ |                        |

|                                      |           |                                                                       |                        |
|--------------------------------------|-----------|-----------------------------------------------------------------------|------------------------|
| From: _____                          | To: _____ | Employer: _____                                                       | Telephone (____) _____ |
| Job Title _____                      |           | Address _____                                                         |                        |
| Reason for leaving: _____            |           | Hourly rate / salary Starting \$ _____ Final \$ _____                 |                        |
| Immediate Supervisor and Title _____ |           | Summarize the nature of work performed and job responsibilities _____ |                        |

|                                      |           |                                                                       |                        |
|--------------------------------------|-----------|-----------------------------------------------------------------------|------------------------|
| From: _____                          | To: _____ | Employer: _____                                                       | Telephone (____) _____ |
| Job Title _____                      |           | Address _____                                                         |                        |
| Reason for leaving: _____            |           | Hourly rate / salary Starting \$ _____ Final \$ _____                 |                        |
| Immediate Supervisor and Title _____ |           | Summarize the nature of work performed and job responsibilities _____ |                        |

## Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

## Educational Background

| Name and Location  | Years Completed | Did you Graduate? | Course of Study |
|--------------------|-----------------|-------------------|-----------------|
| High School: _____ | _____           | _____             | _____           |
| College: _____     | _____           | _____             | _____           |
| Other: _____       | _____           | _____             | _____           |

Fill in the block of time you are able to work (please specify a.m. or p.m.)

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| _____  | _____   | _____     | _____    | _____  | _____    | _____  |

Because we are concerned for your welfare and safety, we ask that you read the following safety rules. If you are hired, you must obey them.

- Wear substantial footwear and pants to protect you from debris.
- Bring leather gloves with you each day and wear them as needed.
- Certain jobs require hard hats. We will provide them, but you must wear them.
- Observe all no smoking signs in and around the building.
- Observe all other safety related signs.
- First aid kits are located in each truck and office. If you or a coworker is injured on the job, seek medical aid as needed immediately. Later report to office for paper work.

The following rules also apply:

- Please be considerate of our customers. They provide your wages.
- Your supervisors are trained to lead you. Your cooperation with them will be returned to you.
- Fill out all company records with extreme care and neatness.
- We do all of our work with a great deal of pride. Will you share in that pride of workmanship with us?

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON TH EAPPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE EMPLOYER'S SERVICE, WHENEVER IT IS DISCOVERED.

I GIVE THE EMPLOYER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, EDUCATIONAL INSTITUTIONS, AND TO OTHER WISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THE APPLICATION. I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVES FOR SEEKING, GATHERING, AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

THE EMPLOYER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICATION FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE, OR FEDERAL LAW.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS, AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM THE EMPLOYER AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

IF I AM HIRED, I UNDERSTAND THAT I AM FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE EMPLOYER, OTHER THAN AN AUTHORIZED OFFICE, HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY. I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

I UNDERSTAND IT IS THIS COMPANY'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR A REASONABLE ACCOMMODATION AS REQUIRED BY ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

## Application for Employment (4)

### SAMPLE APPLICATION FOR EMPLOYMENT (4)

**Directions:** Type or print in *blue or black ink*. Answer all questions which are applicable. **Please do not state "See Resume"**. Date \_\_\_\_\_

Last Name

First Name

Middle

|            |                          |                        |
|------------|--------------------------|------------------------|
| Address    | City                     | State Zip              |
| Phone      | Day Phone (if Different) | Social Security Number |
| Fax Number | E-Mail Address           |                        |

Position for which you are applying Are you employed at the present time? \_\_\_\_\_ If yes, please complete the information below

Employer's Name:  
Employer's Address:

1. How long have you been with this employer? \_\_\_\_\_ Present Salary: \_\_\_\_\_
2. If offered a position, when can you report for work? \_\_\_\_\_
3. If hired can you show proof of your legal right to work in the U.S. ? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Have you ever been dismissed, or asked to resign from any position? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to number 4 or 5, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Please list on the following lines all schools attended and any other pertinent information about your education.

School(s)

Subjects studied (if applicable)

High School

College (Including dates attended)

### EMPLOYMENT EXPERIENCE

| Name & Address | Position(s) Held | Dates (Start -End) |
|----------------|------------------|--------------------|
|                |                  |                    |
|                |                  |                    |
|                |                  |                    |
|                |                  |                    |

### REFERENCES

| Name & Address (Include City, State, Zip) | Phone | Relationship |
|-------------------------------------------|-------|--------------|
|                                           |       |              |
|                                           |       |              |
|                                           |       |              |
|                                           |       |              |

**The following section is to be completed by applicant for an OFFICE POSITION :**

Can you type?\_\_\_\_\_ How many words per minute?\_\_\_\_\_

Computer Skills      Macintosh\_\_\_\_\_      PC\_\_\_\_\_

Please provide computer and software knowledge below:

|  |
|--|
|  |
|  |
|  |
|  |

**I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.**

*Signature*

*Date*

\_\_\_\_\_

## **Employment Background Checks**

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Why do employers want to check your background? It could be for one of several reasons. If government security clearances are required for the job you are interviewing for, an employment background check may be required. The employer may want to make sure you are telling the truth. It's estimated that up to 40% of resumes can contain false or tweaked information, so, employers want to insure that what they are getting in an employee is what they were promised. The employer may perform a background check to find out whether you actually graduated from the college you said you did or to confirm that you worked at your previous employer(s) during the time stated on your resume or your job application.

### **Background Check Information**

What's included in an employee background check? The Fair Credit Reporting Act (FCRA) sets the standards for screening for employment.

The FCRA defines a background check as a consumer report. Before an employer can get a consumer report for employment purposes, they must notify you in writing and get your written authorization. If the employer is simply conducting inquiries (rather than running reports) they should also ask for your consent. That way you could withdraw your application if there is information you would rather not see disclosed.

If an employer decides not to hire because of this report, they must give you a pre-adverse action disclosure that includes a copy of the report and a copy of your rights. They must then give you notice that they have decided not to hire you and let you know the name and address of Consumer reporting Agency and information on your right to dispute the report.

At a minimum, a background check will verify your social security number. At most, it can include an analysis of your work history, the people you know, along with a full credit report. It can also include your credit payment records, driving records or criminal history. The inquiries should be related to the job. For example, if you are hired to work in a bank, it would be reasonable to find out if you have a history of embezzlement or theft.

## **Background Check Privacy**

What can't be included in a background check? There is some information that cannot be disclosed under any circumstances. School records are confidential and cannot be released without the consent of the student. You cannot be discriminated against because filed for bankruptcy, however, bankruptcies are a public record, and so, it is easy for employers to obtain the information. Laws vary on checking criminal history. Some states don't allow questions about arrests or convictions beyond a certain point in the past. Others only allow consideration of criminal history for certain positions.

Employers cannot request medical records and may not make hiring decisions based on an applicant's disability. They may only inquire about your ability to perform a certain job. The same holds true for Worker's Compensation. The military can disclose your name, rank, salary, assignments and awards without your consent. Driving records are not confidential either and can be released without consent.

### **Be prepared**

The best way to prepare for a background check is to be aware of the information that an employer might find. Get a copy of your credit report. If there is erroneous information, dispute it with the creditor. Check your motor vehicle record by requesting a copy of your record from your state Department of Motor Vehicles. Ask your previous employers for copies of your personnel files. Make sure you know what your references are going to say about you.

Most importantly, make sure your resume and job applications are accurate and truthful. If you lie you might not get caught right away, but, you will probably get caught at some point. It's not worth not getting hired, getting fired and ruining your employment history because you thought your resume might need some enhancing!

Resource: [www.jobsearch.about.com](http://www.jobsearch.about.com)

## **What is KASPER?**

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KASPER stands for Kansas Adult Supervised Population Electronic, Repository .This database contains information about offenders sentenced to the custody of the Secretary of Corrections since 1980. KASPER contains information on offenders who are: currently incarcerated; under post-incarceration supervision; and, who have been discharged from a sentence. Use of the search engine may return you the status of an offender currently incarcerated or on post-release supervision within the KDOC system, and is a useful tool for learning the county of conviction, conviction description, case status, where an inmate is house, the inmate's race, date of birth, whether an offender has been release to post-incarceration supervision (parole, conditional release, post-release supervision, compact probation or parole ), and where that offender is under supervision. The database does not have information available about inmates sent to Kansas under the provisions of the interstate compact agreement. KASPER also contains information about offenders under community corrections supervision on or after July 1, 2002. Information provided by community corrections includes the county of conviction, conviction description, case status, offender's race, date of birth, and current status (including the location where an offender is currently under supervision, if applicable). Absconder status is used in community corrections when an offender misses a scheduled appointment and an officer has been unable to make face-to face contact with the offender within 10 days after the missed appointment. Offenders reported as absconders by community corrections mayor may not have a warrant issued for their arrest or entered into the National Crime Information Center (NCIC).

## Sample Letters of Recommendation [1]

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August 1, 2008

Sean McGovern 84075 Sandra Blvd.  
Alexandria, OH 45440-0195

Dear Mr. McGovern:

I would like to take this opportunity to submit this letter of recommendation for \_\_\_\_\_(NAME). \_\_\_\_\_(NAME) is a credit to his/her profession a true professional. I have found him/her to be courteous, sincere, and trustworthy. He/She has been and continues to be an asset in satisfying our needs at \_\_\_\_\_(COMPANY) Company.

Please afford him/her the opportunity to work with you and prove his/her worth. Thank you for your cooperation.

Sincerely,

John T. Baptist

## Sample Letters of Recommendation [2]

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April 1, 2008

Steve Smith  
1010 Anderson Ave.  
Manhattan, KS.  
66502

Dear Mr. Smith:

This letter will serve as a letter of recommendation for \_\_\_\_\_ (NAME) who worked for our company in the capacity of \_\_\_\_\_ (TITLE). As his/her supervisor, I have had many opportunities to identify his/her superior work habits and skill levels.

During \_\_\_\_\_ (NAME)'s time with our company, he/she was responsible for \_\_\_\_\_ (ACTIVITY). In addition to a high energy level, \_\_\_\_\_ (NAME) demonstrated a high level of commitment, a willingness to accept responsibility, and the interpersonal skills necessary to handle conflict and challenging situations.

In my years of supervising employees at \_\_\_\_\_ (COMPANY), I believe that \_\_\_\_\_ (NAME) was one of the few employees I have worked with that seemed to recognize that excellence is a journey and not a destination. I would highly recommend \_\_\_\_\_ (NAME) for a position with your firm. Your company will benefit from any association that will allow him/her to demonstrate his/her intelligence, cooperation, and self-confidence.

Sincerely,

Ezekiel J. Haven

## Sample Letters of Recommendation [3]

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January 1, 2008

Kent Doyle  
47937 Fairway Terrace  
Suite 220  
Arlington, TX 76016

Dear Mr. Doyle:

Over the past \_\_\_\_\_ (NUMBER) years I have had the opportunity to work with \_\_\_\_\_ (NAME) on over \_\_\_\_\_ (NUMBER) different projects, including \_\_\_\_\_ (TITLE).

I have always felt very fortunate to have a solid relationship with \_\_\_\_\_ (NAME) and to know that all of our company's needs would be met during each project. \_\_\_\_\_ (NAME) consistently worked in a very professional manner that impressed everyone with the company. We learned that we could always count on \_\_\_\_\_ (NAME) for providing service in a reliable and flawless manner. We highly recommend his/her ability and service.

If you have any questions regarding \_\_\_\_\_ (NAME)'s work with our company, don't hesitate to call me at \_\_\_\_\_ (PHONE/E-MAIL).

Sincerely,

Daniel L. Den



## Creating a Good First Impression

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People form an opinion of someone they meet in the first two to four minutes. For that reason, it is important that you pay attention, to detail to create the best first impression you can. Some factors that affect the impression you make are appearance (hair, clothing, hygiene, jewelry, make-up), movement, mannerisms, personal space, and speaking manner. A weak or too firm handshake makes a negative impression. You should practice shaking hands before an interview. To help enhance your chances of making a favorable impression, follow the basic rules discussed below:

### **Communicate your best image through APPEARANCE:**

Dress appropriately. Keep your dress understated, conservative, and neat. If you're unsure about what to wear, a good rule of thumb is dress slightly better than you would to report to the job every day. For example, if blue jeans are acceptable attire at the work place, you could wear casual dress pants to a job interview with such an organization. You can determine the dress code in a work place by asking or observing, if it is a public place. If you are still unsure, a suit in a dark neutral color is almost always a good choice. Some social service agencies provide appropriate interview clothing to those in need.

## **Dress for Success:**

It is helpful to try a “dress rehearsal” before a job interview. You can increase your confidence by seeing your put-together, professional self; you can be assured that the clothing is clean and in good repair; and you can ask the opinion of a friend or relative.



### **Women Should Avoid:**

1. Hair that is over styled, teased, or moussed. It is best to keep hair conservative styles.
2. Dangling or Large earrings
3. Too many earrings, rings, necklaces, or bracelets.
4. Too much make-up. Too little is always better than too much.
5. Too much perfume- none is better
6. Low- cut, tight, or short apparel
7. Exposed undergarments
8. Leather, suede apparel
9. Ruffles, bows, or fringe (they do not project a professional or businesslike image )
10. Patterned nylons. Plain are best
11. Very high heels.
12. Glittery, silver, gold, or open toes shoes.
13. Showing of tattoos or body piercings- cover with clothing or make-up if possible.

### **Men Should Avoid:**

1. Earrings, bracelets, pinkie rings, or similar jewelry
2. Too much aftershave or cologne- none is better
3. Unbuttoned shirts
4. Tee shirts
5. Patterned T -shirts under dress shirts
6. White socks with dress pants. Wear dark colored dress socks
7. White pants
8. Novelty or Leather Ties
9. Sneakers
10. Showing of tattoos or body piercing- cover with clothing or makeup if possible.

## Interviewing/Communicate Your Best Image by BEING PREPARED

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- ☐ **Arrive early** Plan your schedule and route so you arrive 10-15 minutes prior to the appointment. Allow time to stop in the building's bathroom, if there is a public one, for a last-minute check on your appearance.
- ☐ **Be prepared** Bring a black pen, extra copies of your resume, your reference list, copies of licenses, driving record (for jobs requiring it), and social security or alien card.
- ☐ **Bring any other documentation** supporting your qualifications (portfolio, work samples, references, etc.).
- ☐ **Introduce yourself politely** using your first and last name and stating the first and last name of the individual you are to see.  
Do not chew gum.
- ☐ **Do not smoke** It is best not to smoke just before an interview as many people find the smell on your clothes and hair offensive.
- ☐ **Say, "It's nice to meet you"** in your initial greeting to the interviewer. Shake hands firmly.
- ☐ **Address the interviewer as Mr. or Ms.** Unless you are requested to do otherwise. Don't assume that if the interviewer calls you by your first name you are both on a first-name basis!
- ☐ **Be willing to make a bit of small talk** possibly about the weather, about the interviewer's good directions, or about traffic on the way to the interview.
- ☐ **Speak clearly**, and in a positive, audible manner -but don't be too loud.  
Notes:

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## **Interviewing/Do's and Don'ts**

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### **Do's:**

- ☐ Do bring a pen.
- ☐ Do arrive early to show how organized, prepared, and dependable you are.
- ☐ Do greet everyone including the receptionist in a courteous, friendly way.
- ☐ Do smile and show a positive attitude; be enthusiastic.
- ☐ Do greet the interviewer by name (not first name!).
- ☐ Do look the interviewer in the eye.
- ☐ Do offer a firm handshake and introduce yourself.
- ☐ Do wait for the interviewer to ask you to be seated.
- ☐ Do speak clearly and loud enough to be easily heard.
- ☐ Do relax if you can; remember the interviewer may be as nervous as you are.
- ☐ Do sit still.
- ☐ Do thank participants for their time, smile, and shake hands when the interview is over.
- ☐ Do depart in a positive manner.
- ☐ Do send a thank-you letter recapping your interest in the job.

### **Don't-Don't-Don't**

- ☐ Don't chew gum or smoke; even if the interviewer does.
- ☐ Don't put anything on the interviewer's desk (elbows, purse, notebooks, etc.).
- ☐ Don't play nervously with your keys, rings, or pens.
- ☐ Don't slouch or look tired.
- ☐ Don't mumble or speak too softly.
- ☐ Don't avoid looking the interviewer in the eyes.
- ☐ Don't look too scared or nervous.
- ☐ Don't argue or act defensive or secretive.
- ☐ Don't talk too much or too little.
- ☐ Don't wear a hat or dark glasses.
- ☐ Don't talk about personal problems.
- ☐ Don't talk negatively about past schooling, jobs, or supervisors.
- ☐ Don't ask the interviewer if the company is stable or unstable.
- ☐ Don't fidget. Don't use slang.

## Interviewing/Communicate Your Best Attitude

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- ☐ **Sit straight and relatively still.** Avoid distracting wiggling or jiggling of your hands or legs or tapping and clicking of a pen.
- ☐ **Fold your hands comfortably in your lap** or on top of your resume materials. Do not cross your arms over your chest (makes you appear disagreeable) or spread them across the back of the chair or couch (makes you appear too relaxed, lazy, or disinterested).
- ☐ **Maintain good eye contact.**
- ☐ **Show reserved confidence.** Let the interviewer start the dialogue. Listen carefully.
- ☐ **Avoid interrupting**, even if the interviewer does most of the talking.
- ☐ **Ask questions** if you don't understand something.  
Be positive and upbeat in your remarks.
- ☐ **Avoid complaining** about a previous job or employer. Whether or not your remarks are true, you won't appear professional if you "harp" on these subjects.
- ☐ **Avoid criticizing** or disagreeing with the interviewer.
- ☐ **Tell the employer about your skills.** If you don't, no one else will! Don't make the employer work harder than you during the interview.
- ☐ **Welcome all questions** and give direct, honest answers. Take your time by developing the answer in your head before you respond.
- ☐ **Try to plan ahead for tough questions** and practice your answers before the interview.
- ☐ **For women, crossing your legs is acceptable.**

- ❑ **Don't overstay your time.**
- ❑ **If you want the job, say so!** Summarize why you are qualified. This is the time to state strengths and qualities you may have forgotten to emphasize earlier.
- ❑ **Thank the interviewer for his or her time and interest** and extend your hand for a strong parting handshake.
- ❑ **Be proactive in your follow-up.** Ask how you will be notified or arrange to call the employer to learn their decision.
- ❑ **Send thank-you letters or notes** within 24 hours to each person with whom you interviewed.
- ❑ **Use each interview as a building block for the next one.** You may go through many interviews before you connect with the right job. *It is not what happened at the last interview that is important, but what happens at this one!*



## **Interviewing/Questions Interviewers May Ask You**

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**Why should I hire you?**

**Why do you think you might like this particular job?**

**Why would you like to work for this company?**

**Tell me about yourself.**

**What are your main strengths? (Skills, abilities, etc.)**

**What do you consider your main weakness?**

**Describe a time when you did not get along with a supervisor, teacher, or co-worker and how you handled the situation.**

**What would you like to be doing five years from now?**

**Tell me about your last job (likes and dislikes).**

**How do you work under pressure?**

**Tell me about any work gaps in your employment history.**

**Have you ever been fired or asked to leave a job?**

**Have you ever been convicted of a felony?**

**What are your salary expectations?**

**When would you be able to start work?**

**Would you be willing to work overtime and/or weekends?**

**Can you travel; do you have a car for travel?**

**All interview questions are really asking the same question: Why are you the best person for the job?**

### **Market Yourself!**

View yourself as a product that needs to be sold to the employer. Analyze your strengths, qualifications, interests, and abilities and relate them to the position(s) for which you are applying. As a well-prepared candidate, you can use the interview process to send the message, “I am the best person for this job,” through everything you say and do.

To succeed in today’s job market, not only must you do more than be able to demonstrate evidence of talents and skills; you must also be prepared to sell yourself. This requires you to have a thorough understanding of who you are, including your short and long-term goals, what motivates you, and what you believe sets you apart from the competition.

## Telephone Etiquette

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### Telephone Interviews

It is almost guaranteed that you will talk to a professional employer on the telephone at some point in the hiring process. In an extensive job search you will be using the telephone to conduct research, cold-call employers, make networking contacts, schedule meetings, and interview. Your first phone call to a potential employer can often mean the difference between getting an interview and being overlooked as a candidate.

There are three basic types of telephone interviews:

1. You initiate a call to the hiring manager and they are interested in your background. The call from that point forward is an interview
2. A company calls you based upon a previous contact. You will likely be unprepared for the call, but it is still an interview
3. You have a pre-set time with a company representative to speak further on the phone.

### Telephone Interview Preparation

In preparing for your phone interview, there are several things you can do. To prepare for an unexpected contact:

Tape your resume to a wall in view of the phone. It will be there for the call and will be a constant reminder for your job search.

Keep all of your employer research materials within easy reach of the phone.

Have a notepad handy to take notes.

Conduct a telephone mock interview with a friend or a Career Services staff member.

If the phone interview will occur at a set time, there are additional steps you can take:

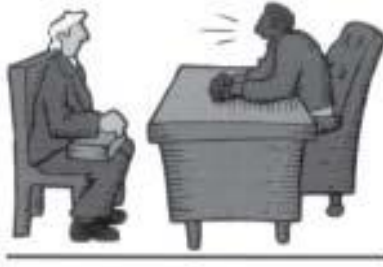
- ☐ Place a “Do Not Disturb” note on your door.
- ☐ Turn off your stereo, TV, and any other potential distraction.
- ☐ Warm up your voice while waiting for the call. Sing a song to yourself.
- ☐ Have a glass of water handy, since you will not have a chance to take a break during the call.

In general, it’s best to make calls in the morning when people are alert and not yet involved in the day’s events.

The first rule of telephone etiquette is to be prepared. Know whom you want to speak to and what you want to say. If you sound hesitant or unsure of yourself, you may have more difficulty getting past the person answering the phone.

Knowing what you will say if you get someone’s voice mail and having a “script” ready will enable you to leave a simple, clear, and concise message. Your message should be 30 seconds or less and include a phone number with area code.





## **BEHAVIORAL INTERVIEWING**

### **What is it?**

**Behavioral interviewing is a technique used by employers in which the questions asked assist the employer in making predictions about a potential employee's future success based on actual past behaviors, instead of based on responses to hypothetical questions.**

**In behavior-based interviews, you are asked to give specific examples of when you demonstrated particular behaviors or skills.**

**General answers about behavior are not what the employer is looking for. You must describe in detail a particular event, project, or experience and you dealt with the situation, and what the outcome was.**

## **SAMPLE BEHAVIORAL INTERVIEW QUESTIONS**

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to conform to a policy which you did not agree.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example
- Give me a time when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Tell me about a time when you missed an obvious solution to a problem.

## **STAR Interviewing Response Technique for Success in Behavioral Job Interviews**

One strategy for preparing for behavioral interview is to use the STAR Technique, as outlined below.

|                                  |                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Situation<br/>Or<br/>Task</b> | Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event. |
| <b>Action you took</b>           | Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did -bit the efforts of the team. Don't tell what you might do, <u>tell what you did.</u>                                                                                                                        |
| <b>Results you Achieved</b>      | What happened? How did the even end? What did you accomplish? What did you learn?                                                                                                                                                                                                                                                                           |

## Questions you may ask an Employer:

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- 1      Would you describe a typical work day and the things I would be doing?
- 2      Which duties are most important for this job?
- 3      How will I be trained or introduced to the job?
- 4      How long should it take me to get my feet on the ground?
- 5      How is this job important to the company-how does it contribute?
- 6      What are the department's goals for the year?
- 7      How many people work in your department? In the company?
- 8      Who are the people I'd be working with and what do they do?
- 9      How would I get feedback on my performance?
- 10     If hired, would I report directly to you, or to someone else?
- 11     Has the company had a layoff in the last few years?
- 12     Is this company owned by any other company?
- 13     Please explain the opportunities for promotion or growth.
- 14     Could you give me a brief tour?
- 15     Is this a permanent position?
- 16     Is there weekend or overtime work?
- 17     What is the most important part of the job?

## Were You Incarcerated Questions/Practice.

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When interviewing you don't want to repeatedly put emphasis on the word "incarcerated." Furthermore, you only need to say "incarcerated" once; don't continually remind them of your incarceration. In the conversation say something like "during that time in my life"... Never, ever say I was in jail, prison, the dungeon, the hole or anything that sounds negative. You don't want to intimidate the interviewer .

- I did spend some time at an adult correctional facility for some bad choices I made.
- I took advantage of education offered and by participating in various courses (name a few) and volunteering to work while I was there.
- My time there helped me to focus and set new goals.
- I'm ready to work hard and do a good job.

Remember: Once you get the job, the word may get out that you are an ex-offender. Stay professional- never discuss your past with fellow workers.

**Don't lie; don't give details; don't get defensive; don't volunteer information;  
Keep your answers brief and to the point!**

Keep in mind that the question about your conviction/ or arrest on most job applications can be asked a number of different ways; the question may ask:

- have you ever been charged with a crime?
- have you ever been arrested?"
- have you ever been convicted?
- have you ever been convicted of a crime?
- have you ever been convicted of a felony?
- or "list all convictions
- have you been convicted in the last seven or 10 years

Remember if the question is asking about your conviction in regards to years past or present; [do not], ever answer NO! Briefly write a statement in regards to explaining this in an interview. Even if this is true for you and you haven't been incarcerated in 10, 15 or 20 years your incarceration history will show up when they check. So, it's better to be honest up front.

**Sample statements you could write are:**

- ☐ I have not been convicted in the past years. However, I would like to discuss this in an interview
- ☐ I have not been convicted in the past years as specified on the job application.

If the question is limited to felonies, you are not required to list any misdemeanors.

## Interviewing/Discussing Your Conviction Record

---

Be aware that the law prohibits felons from holding some types of jobs. However, there are many jobs available for offenders. Remember it is most important to tell the truth.

For many just out of prison and applying for a job, the most difficult part is facing the question on the application, “Have you ever been convicted of a felony?” Let’s say the employer needs someone with your energy and skills. He or she says “I see that you checked ‘yes’ on the felony question. Can you please tell me about that?” What will you say?

### Three Choices for Discussing Your Record

- 1 Tell the truth always the best choice.
- 2 Lie about it and get disqualified or fined.
- 3 Avoid the subject refusing to discuss it will “kill” the interview.

### Steps to Discussing your Conviction Record

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#### Step 1: Own it. Take responsibility for your actions

Show them you are ‘owning up’ to your behavior. Statements should begin with “I.” Placing blame on someone or something else (it wasn’t my fault or I didn’t know) is the worst thing you can do.

Suggested openers could be: In the past...

- ☐ I made some bad choices.
- ☐ I made bad judgments.
- ☐ I made a bad decision.
- ☐ I did something I shouldn’t have.

#### Step 2: State the positive changes you have made since the conviction:

- ☐ Completed GED.
- ☐ Completed a Critical Thinking Skills course.
- ☐ Paid restitution.
- ☐ Participated in counseling or treatment. Maintained aftercare.

#### Step 3: Tell them what you have learned or realized:

- ☐ Express your regret and speak about the lessons you have learned
- ☐ I’m not proud of what I’ve done; I’m sorry it ever happened.
- ☐ I wanted fast money and now I see it was wrong.
- ☐ I wish I had realized sooner just how immature and irresponsible I was being.
- ☐ I lost sight of what was really important; my priorities were really mixed up.

#### Step 4: Talk about the new goals you have and how that part of your life is over.

I now have new goals in life. I’m very focused on establishing a successful career. I’m moving forward and am willing to work hard to make it happen. I can’t un-do the past, but I did learn from it and will not repeat the same mistake.

## Interviewing/If Asked-Were you incarcerated?

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When interviewing you don't want to repeatedly put emphasis on the word "incarcerated". Further, you only need to say "incarcerated" once; don't continually remind them of your incarceration. In conversation say something like, "during that time in my life"..... Never, ever say I was in jail, prison, the dungeon, the hole or anything that sounds negative. You do not want to intimidate the interviewer.

- ☐ I did spend some time at an adult correctional facility for some bad choices I made.
- ☐ I took advantage of education offered and by participating in various courses (name a few) and volunteering to work while I was there.
- ☐ My time there helped me to focus and set new goals.
- ☐ I'm ready to work hard and do a good job.

**Remember: once you get the job, the word may get out that you are an ex-offender. Stay professional-NEVER discuss your past with fellow workers.**

**DON'T LIE, DON'T GIVE DETAILS,** Don't get defensive, don't volunteer information, keep your answers brief and to the point!

Keep in mind that the question about your conviction is in regards to past or present, DO NOT answer no. Briefly write a statement in regards to explaining this in an interview. Even if this is true for you and you haven't been incarcerated in 10, 15, 20 years, your incarcerated history will show up when they check. So, it is better to be honest.

### **PICK WHICH ONE WOULD WORK FOR YOU:**

**I have not been convicted in the past \_\_\_\_ years. However, I would like to discuss this in an interview further.**

**I have not been convicted in the past \_\_\_\_ years as specified on the job application.**

If the question is limited to felonies, you are not required to list any misdemeanors.

Don't: **DO NOT EVER SAY:**

- ☐ I was in the wrong place at the wrong time. ( excuses, excuses, excuses)
- ☐ I was influenced by bad people. ( you made the choice)
- ☐ I'll try.... (to stay out of prison) (are you saying you will try not to get caught this time..... )
- ☐ I think I can (come on..... You either can or you can't)

**Right to Know:** The employer has a right to know about your incarceration. He is the one paying your wages and taking a chance on you.

**Sincere:** Be sincere. The employer wants to know that you have taken responsibility for your actions and that you are sorry for what you did. This shows him that you are on the path to rehabilitation.

**Learn:** What have you learned from your experience? List the positives things you have done and the changes you have made in your thinking and life.

**Action** -What actions are you taking now in your life?

### **HOW CAN I EXPLAIN MY OFFENSE?**

**Pick a suggestion from the following or come up with your own from each category.**

#### **A.**

- \* *In the past*
- \* *One time*
- \* *When I was young and stupid*
- \* *Twenty years ago*
- \* (\_\_\_\_\_)

#### **B.**

- \* I made some poor choices
- \* I made a bad decision
- \* I did something I should not of
- \* (\_\_\_\_\_)

**C.** Tell them what you have learned or realized. Some suggestions include..... **CAN YOU PICK ONE**

*I'm not proud of what I've done; I'm sorry it ever happened.*

*I wanted fast money and now I see it was wrong.*

*I wish I had realized sooner just how immature and irresponsible I was being*

*I lost sight of what was important; my priorities were really mixed up.*

**D.** How can I explain my offense? **CAN YOU PICK YOURS?** Which sounds better to you? I am a thief...? Or.....

**THEFT** -I took something that didn't belong to me.

**SEX OFFENSE** - I did something inappropriate with someone who was not yet of age.

**PROSTITUTION** -I used my body as a way to support myself.



**POSSESSION** -I had some \_\_\_\_ (marijuana usually ok to mention but cocaine is NOT)

**SALES** -I was looking for some fast, easy money.

**TERRORIST THREAT** -I got angry and said some things I should not have said.

**DUI** -I drove my car when I shouldn't have.

**MENTAL HEALTH** -I was struggling at the time.

**VIOLENT** - I was involved in a situation that got out of hand and someone ended up getting hurt, and I am sorry for what happened..

You might volunteer **GANG ACTIVITY** by saying, " I got involved in a group of people that I never should have been.

Or pick a "lighter" version of the offense.

**E.** State the positive changes you have made since the conviction.

Since then I have completed:

*Completed my GED Completed a critical Thinking Skills Course*

*Paid restitution*

*Participated in counseling or treatment*

*Maintained aftercare*

MANY OTHER POSITIVE THINGS YOU HAVE ACCOMPLISHED

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**F.** Talk about goals you have and how that part of your life is over.

Suggestions.....

*I now have new goals in my life. I am very focused on establishing a successful career. I am moving forward and am willing to work hard to make it happen. O can't un-do past, but I did learn from it and will not repeat the same mistake.*

EXAMPLE OF FULL FELONY SPEECH:

*In the past, I made some poor choices. I am not proud of what I've done and see it was wrong. I drove my car when I shouldn't have. Since then I have paid restitution and completed my GED in hopes to better my position and grow as a person. Now my goal is to do a good job at work and be the person that I need to be for my family and myself.*

## Practice Writing Your “Incarceration Speech”

[illegible]

## CONVICTION QUESTIONS

EXTRACTED FROM EMPLOYMENT APPLICATION FORMS, 2003

|    |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Applebee's                    | Have you ever been convicted of a felony? YES or NO. If yes, please explain: __ (A conviction record does not necessarily disqualify you from employment; factors such as the date of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)                                                                                                                                                                                                              |
| 2. | Casey's General Store         | Have you ever been convicted of a crime other than a routine traffic violation? YES or NO. (Conviction will not necessarily disqualify applicant from employment.) If yes, give dates and circumstances. _____                                                                                                                                                                                                                                                                                           |
| 3. | City of Overland Park, Kansas | Have you been convicted any criminal offenses other than minor traffic violations? YES or NO. (Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each conviction will be evaluated on its own merit with respect to time, circumstances, and seriousness, in relation to the job for which you are applying. However, failure to disclose such information may result in disqualifying you from employment consideration or termination of employment.) |
| 4. | Dillard's                     | Have you ever been convicted of violation of criminal law (other than driving offenses)? If you are applying for a driving position please also include driving related convictions (other than moving violations) in your response (criminal convictions will only be considered in relation to specific job requirements). YES or NO. If YES, please describe: _____                                                                                                                                   |

**CONVICTION QUESTIONS**  
EXTRACTED FROM EMPLOYMENT APPLICATION FORMS, 2003

|   |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | K-MAC(KFC,Taco Bell,Computer)         | Have you ever plead guilty to or been convicted of a felony? If yes, please explain:_____                                                                                                                                                                                                                                                                                                                                                                         |
| 6 | McDonald's<br>(independent franchise) | During the past 7 years, have you ever been convicted of, pled guilty to or pled no contact to a crime, excluding misdemeanors and traffic violations? YES or NO. If yes,, describe in full ____ (Answering yes will not necessarily bar you from employment).                                                                                                                                                                                                    |
| 7 | Nebraska Furniture Mart               | Have you ever been convicted of a felony? YES or NO. A misdemeanor? YES or NO. Any other citations, including traffic violations? YES or NO. If yes, please explain <b>all</b> convictions (attach separate paper if necessary)____A conviction will not automatically exclude you from consideration. Each conviction will be evaluated with respect to its nature and circumstances.                                                                            |
| 8 | O'Reilly Auto Parts                   | Have you ever been convicted of a crime? YES or NO. If yes, please explain:____ Have you ever received deferred adjudication, probation, or parole? YES or NO. If yes, please explain: ____ NOTE: A conviction record will not necessarily disqualify you from employment. Each conviction will be considered with respect to recency, nature of crime, job relatedness, and other relevant factors.. All information will be verified through background checks. |

## CONVICTION QUESTIONS

EXTRACTED FROM EMPLOYMENT APPLICATION FORMS, 2003

|    |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | Saint Luke's Shawnee Mission Health | <p>Have you ever been convicted (whether or not sentence was imposed) of a felony or misdemeanor, other than a minor traffic offense? YES or NO. If yes, explain. ____ Have you ever been involved as a perpetrator of any non-criminal child/elder abuse which resulted in the physical, mental, or emotional abuse or neglect, or sexual abuse of a child which was substantiated and documented by state social workers but not necessarily proven in court, whether or not a criminal conviction of any kind also occurred: YES or NO. If yes, explain: ____ Please fully explain any conviction. A conviction will not necessarily disqualify you from employment with Saint Lukes' Shawnee Mission Health System. Circumstances such as the nature of the offense, the length of time since the offense and rehabilitation will be considered. Have you ever been convicted of a Traffic Offense? YES or NO. Answer regarding traffic only if applying for job involving operation of a Health System vehicle.</p> |
| 10 | Sonic                               | <p>Have you ever been convicted of a felony? YES or NO. (Such conviction may be relevant if job-related, but does not bar you from employment.) If yes, please explain ____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 11 | Subway Sandwich Shop Franchisees    | <p>Have you been convicted of a felony within the last 7 year? YES or NO. (Conviction will not necessarily disqualify an applicant from employment)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12 | Jones Store, The                    | <p>Have you ever been convicted of a crime or a violation other than a minor traffic violation? If yes, list all convictions, stating date, nature of offenses and where they occurred. YES or NO ____ A conviction will not automatically disqualify you from employment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**CONVICTION QUESTIONS**  
EXTRACTED FROM EMPLOYMENT APPLICATION FORMS, 2003

|    |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13 | <b>Von Maur Department Store</b> | <p>Have you ever been convicted of attempting or committing larceny, embezzlement, shoplifting, burglary, or robbery? YES or No. (Convictions will not automatically disqualify applications) If yes, where? Nature of offense:_____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 14 | <b>Sprint</b>                    | <p>Have you ever been convicted of any criminal offenses other than minor traffic violations? YES or NO. (For purposes of this question, convictions for driving while under the influence, driving while intoxicated or other similar criminal offenses involving substances abuse shall NOT be considered minor traffic violations and must be listed below.) If yes, please explain. (Where)____.(County/State (When?)____Month/Year (Offense)____ (Disclosure of a criminal record on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying. However, failure to disclose such information may result in disqualification of your application or termination of employment.)</p> |

## Salary/Guidelines for Salary Questions

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- Do not mention money or benefits until the interviewer brings it up, or until a job offer has been made.
- Give the amount as a range, for example \$20,000 to \$23,000 rather than saying \$8 per hour or \$22,000. A range gives room for salary negotiation.
- Sometimes an employer will bring up salary early in an interview. If you are not ready to discuss this question simply say:
  - “Before I can answer that question, I would like to know more about the position.”
- The best time to discuss salary is after you have a job offer
- If possible, wait until you find out about the benefits and are offered the job before you answer questions about salary
- Here are some ways you can answer the question about minimum salary:
  - “I’m really interested in long-term growth and advancement. Right now, I’m willing to consider whatever your company pays people with my skills”
  - “I don’t have a particular amount in mind. I’m interested in a career with our company, not just a job.”

**Hourly Wage Chart Annual Salaries based on 2080 hours worked**

| Dollars per hour | 40 Hours Per Wk | Monthly Income | Annual Income | Each Minute is Worth |
|------------------|-----------------|----------------|---------------|----------------------|
| \$4.35           | \$174.00        | \$754.00       | \$9,048.00    |                      |
| \$5.00           | \$200.00        | \$866.00       | \$10,400.00   | \$0.09               |
| \$6.00           | \$240.00        | \$1,040.00     | \$12,480.00   |                      |
| \$7.00           | \$280.00        | \$1,213.00     | \$14,560.00   |                      |
| \$8.00           | \$320.00        | \$1,386.00     | \$16,640.00   | \$0.13               |
| \$9.00           | \$360.00        | \$1,560.00     | \$18,720.00   |                      |
| \$10.00          | \$400.00        | \$1,733.00     | \$20,800.00   | \$0.17               |
| \$11.00          | \$440.00        | \$1,906.00     | \$22,880.00   |                      |
| \$12.00          | \$480.00        | \$2,080.00     | \$24,960.00   |                      |
| \$13.00          | \$520.00        | \$2,253.00     | \$27,040.00   | \$0.21               |
| \$14.00          | \$560.00        | \$2,426.00     | \$29,120.00   |                      |
| \$15.00          | \$600.00        | \$2,600.00     | \$31,200.00   |                      |
| \$16.00          | \$640.00        | \$2,773.00     | \$33,280.00   |                      |
| \$17.00          | \$680.00        | \$2,947.00     | \$35,360.00   |                      |
| \$18.00          | \$720.00        | \$3,120.00     | \$37,440.00   | \$0.30               |

## Reasons Employers Give for Not Hiring an Applicant

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- ☐ Sarcastic or defensive responses.
- ☐ Boastful or “know it all” attitude.
- ☐ Over aggressive or high-pressure type.
- ☐ Makes excuses or lies about unfavorable facts in record.
- ☐ Seems unprepared for interview-late, cannot answer questions, etc.
- ☐ Poor grooming or personal appearance.
- ☐ Immature or ill-mannered behavior.
- ☐ Speaks negatively of former co-workers, school, or other people.
- ☐ Lazy or low on energy.
- ☐ Talks about personal problems.
- ☐ Radical ideas-politics, religion, dress, life-style, etc.
- ☐ Seems overly concerned about salary and benefits.
- ☐ Shows no interest in company or job.
  
- ☐ Undecided-appears to rely on others to make their decisions.
- ☐ Doesn’t ask any questions about the job.
- ☐ Poor work history-a “job hopper.”
- ☐ Fails to make good eye contact.
- ☐ Limp handshake.
- ☐ Lack of confidence-poor posture, shy, etc.
- ☐ Unable to take criticism.
- ☐ Appears to have trouble getting along with others.



## What Job Interview Questions are Considered Illegal

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Interviewers may ask you if you were ever convicted of a crime. They cannot ask if you were arrested or accused. They may inquire into your use of drugs and alcohol. They cannot ask about anything related to national origin, race, or religion. They cannot get such information through devious channels by asking questions about your relatives, citizenship or about what your name was before you changed it. Women cannot be asked for their maiden name.

Women, particularly, must understand that they cannot be asked questions about their marital status, like, “Will your relationship with men interfere with the job?” “Are you free to travel?” and “Do you have periodic health problems?” For example, employers cannot ask if a woman’s family commitments (children) would prevent her from traveling. If the job requires travel, they can specify this requirement and permit a person to withdraw the application if necessary.

Questions about sexual preference (homosexuality) are not illegal in all states, although some local jurisdictions have ruled them out.

Employers can ask questions about your character and interests.

Illegal questions place you in a peculiar position. If you refuse to answer, the interviewer may see you as resistant or uncooperative. Because it is very hard to prove discrimination, you need to have a personal policy on what you will do if you are asked a question that you need not answer. Merely complying often places you in a compromising position. Before you go to the interview, decide whether you will simply answer if asked or whether you will make a statement about why you choose not to answer. If you take the latter course, the simplest way to handle it is to say, “I would prefer not to answer that question because it is ruled out under the Equal Employment Opportunity Act.” Don’t confront the interviewer or appear argumentative.

- Excerpted from *Communicating in Organizations*
- By Gerald M. Phillips

## **Employee Expectations**

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### **What can you expect of most employers -"The Basics"**

#### **A safe work environment**

- Work procedures/processes governed by safety-OSHA
- Safe from physical harm and violence-Company security policies
- Safe from harassment and retribution-sexual harassment laws

#### **Training**

- Work procedures & processes, performance measurement-evaluations
- Rules, Company structure, Policies, Values-orientation, handbook
- Continuous education, continuous improvement-internal/external

#### **Compensation**

- Pay for hours worked-hourly pay including OT/salary
- Some Paid Time Off (PTO)-paid vacations, holidays, leave
- Commission, incentives, etc.-bonuses, sales commissions, etc.

#### **Certain legal rights**

- Workers Compensation-law that varies in protection and benefit level by state, covering employees' on the job injuries
- FLSA-requires a minimum wage and overtime be paid for certain jobs
- FMLA-allows eligible employees to take unpaid leave for certain reasons
- COBRA-allows employees if separated from an employer to purchase medical and dental insurance (if the employer offers to employees) at the company's plan group rates (i.e. reduction in force)
- HIPPA-provides rights and protections for participants and beneficiaries in group health plans (such as limiting of exclusion of pre-existing conditions, bars discrimination from coverage based on health, and protects privacy of employee medical information from others including employer)
- ADA-prohibits employment discrimination based on disability
- Title VII of the Civil Rights Act-prohibits discrimination based on race, gender, color, religion, or national origin.

## **Employer Expectations - What employers can expect of you.**

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### **Reliability:**

- Punctual, Accountable, Consistent, and Accurate.

### **Motivation:**

- Work Ethic, Positive Attitude, Committed, Professional.

### **Teamwork:**

- Flexible, Open-minded, Adaptable and Amiable.

### **Integrity:**

- Honest, Fair, Responsible, and Authentic.

Employers have every right to expect employees to not only perform assigned work and carry out their responsibilities, but do so with the company's best interests in mind. Employers in general tend to value adaptability and flexibility over loyalty today, working smart not just working hard. Employers generally expect employees to take ownership of their job or role in the company, on the team. Employees are expected to be self-starters in most companies, but the smart employers go a step further by working hard to try to motivate employees to motivate themselves. While some employers place less emphasis on this, many empower employees more than ever and emphasize both individual and team responsibility because of it. Employers are racing to keep up with change today and asking their employees to do the same.

## Why People Get Hired

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Often the best job *hunter* rather than the best *qualified candidate* gets hired. Although qualifications and experience are important, the *impression* the job hunter makes is critical! Following are some examples of good impressions and the ways that job hunters can demonstrate them.

### SELF-CONFIDENCE

- \* describe past work history
- \* describe training and education
- \* have a good attitude
- \* ask meaningful questions

### ABILITY TO GET ALONG

- \* be friendly and smile
- \* don't argue with the interviewer
- \* have a positive attitude
- \* do not criticize past employers

### DEPENDABILITY

- \* complete materials accurately
- \* be on time for the interview

### GOOD EMPLOYEE

- \* talk honestly
- \* do not tell family problems

### ABILITY TO FIT INTO COMPANY

- \* dress appropriately for the job
- \* use good manners
- \* appear neat and clean
- \* show eagerness to learn

### BEAWARE OF YOUR GOALS

- \* apply for a specific job
- \* have future goals
- \* ask meaningful questions
- \* offer to call the interviewer back.

The interview is your opportunity to show what type of employee you can be ~  
So learn to use your interviewing



## Why People Get Fired

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The lack of good work habits in an employee results in reduced production for the employer and the eventual discharge of that employee. To check your understanding of poor work habits, write the number of *Reasons for Firing* in the blank next to *How It Shows Up on the Job*.

| Reasons for Firing    | How it shows up on the Job:                                                                  |
|-----------------------|----------------------------------------------------------------------------------------------|
| 1. Tardiness          | _____Loafing on the job, not getting down to business and doing your job.                    |
| 2. Improper Grooming  | _____Not following directions or getting a along with others.                                |
| 3. Irresponsibility   | _____Not letting your supervisor know when you have finished a task, not Starting new tasks. |
| 4. Carelessness       | _____Job hopping, complaining about your employer, gossiping.                                |
| 5. Laziness           | _____Sloppiness, failing to follow through, not getting tasks done on time.                  |
| 6. Lack of loyalty    | _____Coming to work late, staying too long at break or lunch.                                |
| 7. Non-cooperation    | _____Poor attitude, lack of attention to detail, sloppiness.                                 |
| 8. Lack of initiative | _____Underdressed or overdressed, poor personal care habits.                                 |

~~~~~**Again**~~~~~

Most people get fired for reasons like these, not because they can't do the actual work.



Coping with Rejection

Being rejected by potential employers is an inevitable part of every job search. This doesn't mean that it will be easy to accept or that you have to like it. No one likes to feel unwanted. This is as true in the job search as in any other aspect of life. Keep in mind two things that may help you handle negative feedback in a positive way.

First, you will hear "no" many more times than "yes." This is a fact of the job search and realizing this should help you put an employer's "no" into proper perspective.

Second, don't just accept an employer's negative response without looking at the reasons. Try to determine why you were turned down. Was there a poor fit between the position and your background? Did you fail to present yourself as a strong candidate in your cover letter and resume or in the interview? You may be able to see the answers to these questions yourself, but it is also a good idea to seek guidance and input from Career Services staff or from the interviewer by asking, "How could I have presented myself better?"

Accept the fact that you will be rejected more often than not, but learn from the experience to better prepare for the next interview. It is appropriate to call the employer who rejected your application to ask for feedback. Questions to ask might include:

- ☐ Can you give me feedback as to what areas of my resume were weak?
- ☐ How can I improve my interviewing skills?
- ☐ Are there certain skills I should develop in order to make myself more marketable in this field?

Remember to thank the employer for his/her help. Restate your interest in the position and the company. Anything could happen with the first candidate they chose, or another position may come along for which you are better suited.

Job Survival Skills

There are things you can do to increase your chances of success on a new job. If you want to do well, you may need to change the way you act and some of your attitudes. Employers say more people lose their jobs because they do not use good work habits rather than because they are not able to do the job. The following is a list of suggestions based on feedback from employers.

- 1 **Be positive**-do not carry negative feelings into your new workplace. Take care of them elsewhere.
- 2 **Always be on time**-Set an alarm clock to help you get up. Allow for a few extra minutes for traffic and children. Reliability and dependability gain the trust and respect of your employers.
- 3 **Good attendance and promptness**-are always important. Ask your supervisor for the proper method of informing him/her in the event you will be unavoidably late or out sick. Unreliability may disrupt the work of others who have to make up for your absence and sets a bad example.
- 4 **Honesty**-Employers do not want to pay someone who steals from them or that they can not trust. Dishonesty is one of the top reasons employers fire an employee.
- 5 **Know and Follow**- all office rules, policies, and procedures. Read the employee handbook.
- 6 **Follow direction and get along with your supervisor**-in a battle with a supervisor, you will always lose!
- 7 **Listen and learn**-Be open to new ways of doing things, even if you were taught differently in school or in a different job.
- 8 **Work efficiently**-Working too slowly or making too many mistakes is a major reason for job failure. Unproductive employees cost more than they earn.
- 9 **Treat co-workers with respect, courtesy, and dignity**-know your employer's harassment policy and monitor your own behavior and act early if you feel you have been placed in an uncomfortable position. Harassment can occur at any time and at any place. Harassment can be physical, verbal or visual and can occur whenever employees interact with each other.

Skills for Job Retention

Once your job search has ended and you find a job, there are things you can do to make your working life successful.

Here are things you can do to increase your chances of success on a new job. If you want to do well, you may need to change the way you act and your attitude. Employers say more people lose their job because they do not use good work habits rather than because they're not able to do the job.

Businesses need people who:

- 1) Do their work well
- 2) Set priorities
- 3) Work well under pressure
- 4) Can solve problems
- 5) Can make decisions
- 6) Work well with others
- 7) Can communicate with others
- 8) Know how to learn or be willing to learn

87.5% of the people who are able to retain jobs, do so because of these qualities.

***Only 12% are retained because of their actual skills. ***

This indicates that training in **working well with others** and developing **personable skills** may be your best approach for job preparation and retention.

Always arrive on time and be ready to work

Follow health and safety regulations

If you will be late for work, or will be away, tell your employer well ahead of time

Ask for more work if you finish a task ahead of time. Try to find answers to questions before asking them

Use good judgment. Don't call in sick on the busiest day of the year. Don't badmouth your boss or other employees behind their backs. Make sure you act in a responsible way in everything you do.

Knowing what your employer expects of you at work is the first step in making sure you keep your job. Following the guidelines and using common sense will help to build a good employer-employee relationship that could last for years.

Skills for Job Retention

To err is human; we've all been guilty of mistakes large and small. Remember the following when the inevitable mistake occurs:

First take a deep breath. Do not run, hide, get angry, or blame others. Move from “stewing” about what cannot be undone to figuring out what needs to be done next and right away.

Figure out what went wrong, how it went wrong, and what to do about it. Think clearly and gather information so that you can solve the problem and make amends.

Be a problem-solver. Whether it was a minor embarrassment or a major disaster, think of yourself as a problem-solver and explain to your supervisor how you will avoid a repeat.

Tell your supervisor the mistake. Keep emotion to a minimum -be straightforward, clear, and direct, “This is what happened and I’m sorry. I know we have to deal with this, and this is what I recommend.”

Listen to your boss’s response. Be prepared to hear everything, including anger, criticism, silence, etc. Above all, do not argue or offer excuses.

Apologize and accept responsibility. Grace under fire can win you new respect.

Check for causes of repeat mistakes. Try to change it so you can be in control in the future.

The longer you wait to deal with a mistake, the harder it will be to correct it.



Keeping Your Job

It would be easy to think you've got it made when you finally land a job! You have worked hard to get that job and you should be proud of your success. But, research says that getting the job is only the first step, though an important one. The fact is that 60% of ex-offenders lose the job they get within the first month. Perhaps this class will help you be a part of the 40% that are able to keep their jobs!

Keeping the first job for at least a year before making a job change is very, very important. Follow-up of thousands of ex-offenders nationwide (the almost 600,000 who leave a correctional facility each year) done by the Bureau of Justice Statistics tells us that 40% of those who leave a correctional facility return within 3 years because they have been convicted of another crime. One of the top clues as to whether you will be one of the 40% who return to a correctional facility is whether or not you have and can keep a job that satisfies you, that is, one that is a good job match and offers some chance for advancement.

Getting and keeping a job can help you become independent and stay out of a correctional facility for several reasons, such as

- If you are working, you have far less time to spend in activities that could lead to committing another crime and less opportunity to meet individuals who will encourage you to commit another crime.
- If you are working in a job that you are interested in and can do well, you may be satisfied with your work life.
- If you are earning a reasonable wage and have some hope of moving to a better job, you may be able to have and support a family, giving you new parts of life to enjoy.

Job Loss Indicators (Reasons Ex-Offenders Lose Jobs)

There are several reasons why ex-offenders lose jobs. You could experience one or a combination of these.

1- Lack of knowledge of the work culture on the outside:

Reason(s): Institutionalization

- Inmates live a highly structured life over which they have little or no control. The inability to make decisions independent of the system's directive inhibits the growth of skills that are highly valued in the workplace (i.e. decision making skills).
- The social atmosphere of a prison is not comparable to society's. Oftentimes, it's a dog-eat-dog world in the prison system, a mindset that is reinforced into the inmate, but, unfortunately, is a mindset that is not valued in the workplace.

Consequences:

- Good decision making is a skill that is expected and honored by employers. Inmates are forced to learn and reinforce this skill, but oftentimes, it does not happen as quickly as one expects.
- A positive attitude is a pre-requisite to gaining and sustaining employment. Offenders are challenged by this as a prison's atmosphere can reinforce a negative attitude into its inhabitants.
- The system's focus on individual development in the prison system often overlooks the development of team working skills that are praised in the workplace. Offenders are forced to work with others with little team working skills/experience.

2- Problems with Characteristics of Your Job

Reason(s): ideal job placement is, at first, difficult, if not, impossible due to the consequences of being incarcerated.

- Because of previous convictions, lack of training, education, and or experience, offenders are often forced to take the first job offered despite its inadequacy with his/her wants.
- Uninteresting, low paying and negative work environments often accompany these positions, creating a "set-up to fail" scenario.
- A lack of initiative to achieve is often brought on by these jobs which, depending on the individual, will drive one to, or back to unhealthy habits (i.e. alcohol/drug abuse).
- Drug and alcohol abuse is the # 1 contributor to committing crimes in the first place; it is also the # 1 cause of losing a job.
- Steady employment is strongly correlated to one's success after being in the system.

3- Lack of Support from Others

Reason(s): Prison can disconnect one from his/her previous social life, hurting or severing previous social relationships that can help in a time of need.

- Re-entering the "real world" of work and family life is challenging.

- Having social support from family, friends, parole officers, case managers, volunteers, or any combination of the above can significantly ease the reintegration process.
- Such people have confidence in you, model good behavior for you, and help you solve problems or barriers that you may face.

4- Lack of Inner Strength and Knowledge

Reason: Inability to make decisions and/or to seek help in times of need creates a difficult atmosphere in which offenders are supposed to survive upon reentry.

- Poor cognitive skills training challenges offenders upon re-entry (i.e. decision making skills).
- Lack of motivation/ambition in life is common among offenders.
- Lack of inner sense about one's skills and traits that he/she can use to survive and excel in his/her community.
- Weak religious faith – an ability to call on an external source of strength to strengthen your own.

5- Unable or not knowing the Basics

Reason: Post-incarceration life is a new start; a clean slate. This unfortunately has its downfalls:

- Many employers require transportation, tools, a proper wardrobe, a stable social life and adequate physical and mental health. Many of which offenders have not had the time to establish.
- A long or short period of incarceration can impede one's ability to be properly prepared to gain and/or sustain employment. Offenders need to overcome these shortfalls in a short period of time. It can and is done.

Question: All of the following are reasons why ex-offenders lose their jobs except:

- a. they do not have good knowledge of the work culture outside of a correctional facility.
- b. they have too much help from community agencies, which cuts into work time.
- c. they have had to take a job that is not a good match with their personal characteristics.
- d. they have problems with basic needs, such as housing, childcare, and clothing.

Job Loss Indicators

What are some of the signs you and your support system (family, friends, professional helpers) need to watch for -signs that may spell defeat if not dealt with immediately?

- Being late for work
- Missing work

Warning signs that an offender may lose a job include all of the following except

- a. getting to work late.
- b. having a lot of absences from work.
- c. getting a promotion.
- d. hanging around with old friends who are negative influences.

The best thing to do when a warning sign of job loss appears is to

- a. quit that job before you get fired.
- b. ignore it.
- c. start looking for a different job.
- d. discuss the problem immediately with your case manager and employer .

Job retention is the responsibility of

- a. one's employer.
- b. one's case manager.
- c. oneself.
- d. the state Job Service office.

- Drinking alcohol
- Using drugs
- Hanging around with old friends that helped you get in trouble
- Being a part of family arguments and violence
- Having difficulty with good child care
- Not doing your job well
- Displaying negative and angry attitudes

What can you do when any of these things begin to happen? Probably the first thing to do is to go to see your case manager and/or a person you have adopted as a mentor or counselor...and to do that quickly. In dealing with these problems, there are "critical windows," that is, a very important time to try to solve the problem. Generally, the critical window of time is immediately after the problem begins to occur. When you go to others for help, describe how you feel and what you think is the cause for your feelings and actions. Let them help you think through the problems and try to find some possible solutions.

Education

Education and Marketable Skills

So you want to work? Who is going to hire you? What can you do that an employer will pay you for doing? The skills you possess that someone will pay you for are marketable skills. Knowing how to frame a house is a marketable skill. Typing 50 words per minute and knowing Microsoft Word are examples of marketable skills. Programming a computer is a marketable skill. However, going to school does not just teach you specific skills, such as how to program a computer or how to frame a house. Continuing your education will help you develop other marketable skills. Basic abilities in problem solving, verbal skill mathematical skills, as well as general scientific/technical skills, management skills, critical thinking, medical knowledge, and human service skills are important in the job market.

Apprenticeships, Practical Education On-the-Job

Many jobs, especially in the construction trades, offer apprenticeships. An apprentice works at the occupation he or she wants to learn. The apprentice learns along the way and receives pay increases with increasing skill. Getting into an apprenticeship can be competitive. You will start at less than half of the salary that the job will eventually pay, work full-time, and get paid to go to school. Typically it takes about five years to work up to full salary. There were over 3,000 new apprenticeships in 2000. Apprenticeship training is available in selected trades at correctional facilities. Apprenticeship training does not guarantee job placement upon the offender's release. Hiring decisions and credit for on-the-job training remain the final decision of the employer and associated union, but training does improve the offender's opportunities and likelihood of finding employment in the trade.

Education/Part- Time Student Options

After getting released from a correctional facility, most offenders need to focus upon getting themselves re-established with employment so that they can support themselves. This does not mean that you cannot continue your education. It is possible to work a job and attend school part-time. Many schools offer evening and weekend programs, and these programs often qualify for financial aid. If your release requirements do not restrict Internet access, check out some of the excellent educational opportunities offered on the Internet. Often, it is not easy being a part-time student. However, education is the key to a better life. It may take longer to reach your goals by attending school part-time, but it is well worth the rewards. Remember-**Knowledge is power.**

Acceptance and Enrollment

Each school may have different requirements for enrollment in their programs. As a rule, colleges and technical schools require a high school diploma or GED certificate. Schools may require testing such as an ACT or SAT, which will demonstrate your knowledge of a broad range of academic subjects.

- 1 Most schools require a non-refundable fee for processing your application.
- 2 You will need to supply a copy of your high school transcript or GED
- 3 Most schools will have you speak to an advisor to help set up your class schedule. You may need to take additional placement testing.
- 4 It is a requirement that students' immunizations be up-to-date.
- 5 Make sure that you know when your classes will start.

You can research school offerings using the computer in the library transition resource center. If a school interests you, use the skills that you have learned to write and ask for an application form and college admission packet. When your application form arrives, fill it out and send it back to the school you have chosen. You may need to visit the school for an interview once your application has been returned. Keep a notebook with the dates for any necessary school visits, class registration, visiting with guidance counselors, and the date classes' start.

Education/Financial Aid

Higher Education Reconciliation Act of 2005

The FAFSA Form is the first step to take to get financial aid for school. You can fill out one of these forms while still in prison

Changes that may affect your student aid are listed below. These changes are the result of a new federal law that went into effect on July 1, 2006; read further to see if any changes may affect your student aid.

Drug Conviction Affecting Eligibility

Federal law now suspends federal student aid eligibility, for any student who has been convicted for the possession or sale of illegal drugs if the offense occurred; during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a previous drug conviction and are not sure about how to answer question on the FAFSA application, we encourage you to complete the new **2007 -2008 Drug Conviction Worksheet**.

The answer from the Drug Conviction Worksheet should be used to answer question 31 on your FAFSA, Renewal FAFSA, or Correction to a processed FAFSA.

Active Duty Military

Under the new law, if you are currently serving on active duty in the U.S. Armed Forces for purposes other than training, you are considered to be an "independent" student and will not need to provide parental information on your Free Application for Federal Student Aid (FAFSA). If you are on active duty and have already provided parental information when you completed your FAFSA, contact your financial aid office to see if your information should be adjusted.

Simplified Calculation

If you (your spouse) or anyone in your household or you, your parents, or anyone in your parent's household, received benefits in 2006 from certain federal benefit programs and have an income of \$50,000 or less (your AGI in 035 or your parent's AGI in 079 if not filing a tax return) or (your earned income in 038-39 or your parent's earned income in 082-83 if not filing a tax return), you may qualify for an Expected Family Contribution (EFC) that does not count all of your income and assets.

The benefit programs that qualify you for this exemption are the:

- Supplemental Security Income Program (SSI)
- Food Stamp Program
- Free or Reduced Price School Lunch Program
- Temporary Assistance for Needy Families (TANF)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

If you were a recipient of any of these benefit programs at any time during 2006 and have already completed your FAFSA, check with your financial aid office to find out if your information should be adjusted.

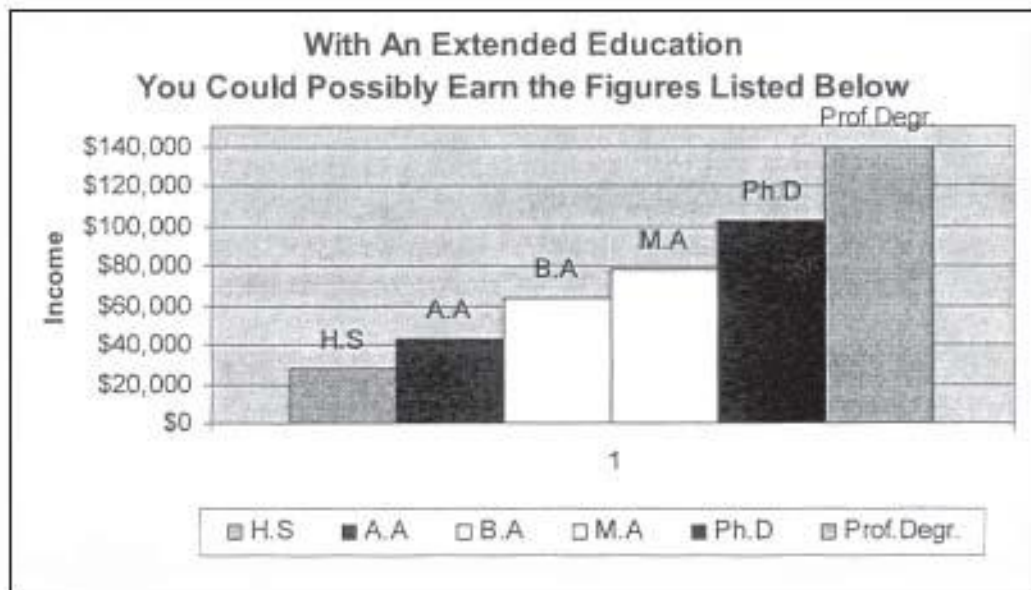
New Grant Program

The law also created a new student aid grant program called the Academic Competitiveness Grant (ACG). Congress has provided funding and the grants are available for the 2007-2008 award year. First-year undergraduate students will be eligible to receive up to \$750. Second-year undergraduate students will be eligible to receive up to \$1,300. The ACG eligibility criteria are listed below:

To be eligible for an ACG each academic year, a student must:

- Be a U.S. citizen;
- Be Federal Pell Grant eligible;
- Be enrolled full-time in a degree program;
- Be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second year student);
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

If you have not filed a FAFSA or Renewal FAFSA, at the time that you complete your application, FAFSA on the Web will predetermine if you are eligible to answer the ACG questions. Please call the Federal Student Aid Information Center at 1-8004FED-AID.



Education/FAFSA-Free Application for Federal Student Aid

Read the direction sheet which is titled “What is FAFSA?” on one side and “What Does Your School Want You To Know?” on the other. Make sure that you apply early. When you decide on a school, read their admissions forms to see if the school uses any different or additional forms for Financial Aid. After you fill out and mail the FAFSA form, you will receive a Student Aid Report (SAR) by mail. Check this for errors. Correct any mistakes in the SAR form and send corrections to the address indicated on the form.

The federal government considers your financial need for schooling to be the cost of attending school minus the “expected family contribution.” In filling out this form you will be telling how much money you make and how much your family makes. If an individual and/or the individual’s family have high incomes or a lot of money, he or she will be eligible for less financial aid.

In order to be eligible for Financial Aid, you must be registered for Selective Service. This doesn’t mean you “have” to join the military.

Work Programs

- Many schools offer work/study programs where you work part-time -and go to school part-time. In work/study programs you will continue to pay tuition and other expenses for your education. However, you will learn and get paid while working at your chosen occupation.

Loans

- Federal Subsidized Stafford Loan Program
- Federal Unsubsidized Stafford Loan
- Federal Direct Student Loans
- Federal Parent Loans for Undergraduate Students (PLUS)
- Student Educational Loan Fund (SELF)
- Federal Perkins Loan Program

Veterans of United States Military Service may be eligible for:

- Veteran’s Education Assistance Program
- Montgomery GI Bill
- Operation Desert Shield/Desert Storm Veteran’s Programs
- National Guard Benefits
- Kansas Veterans’ Dependents Assistance Programs
- Kansas Educational Assistance for War Orphans and Veterans

Private Funds

- Check with the financial aid office at the school you expect to attend

Tax Benefits

- Hope Scholarship Tax Credit
- Lifetime Learning Tax Credit
- Student Loan Interest Deduction
- Employer-Paid Tuition Assistance
- Series EE Savings Bond interest for tuition and fees
- Education Individual Retirement Account
- Kansas College Savings Plan
- Penalty-Free IRA Withdrawals
- State Grant Savings Allowance

Interview Role Play/Job Application

NOTE:

The crime is not listed on the application. Applicant stated ‘will explain in interview.’

Interviewer choose “one” crime listed below to have applicant explain

(Your Crime Is: Aggravated Assault/Battery , Armed Robbery , Arson, Drug Possession, Dill, Domestic Violence, and or Weapons Charge)

Applicants Name:

Date:

Company Name: Double Tree Suites Incorporated

Position Applied for: General Maintenance Technician

Is the job application legible?

Yes No

Is the job application complete?

Yes No

Does the applicant have good eye-contact?

Yes No

Does the applicant have good posture?

Yes No

Applicant explains incarceration in positive terms?

Yes No Need Improvement

Would this person be eligible for hire in a “real: interview?

Yes

Probably

No

If not, what does the applicant need to work on?

Overall Interview Performance: Excellent Good Average Poor

(Note: give the evaluation to the applicant at the end of the interview)

Sample Interview Questions: Please ask the traditional job interview questions that focus on applicant’s previous experience, skills, education and general qualifications. By asking the following questions you will sense whether the applicant has accepted responsibility for their behavior and have taken action to improve their lives.

- 1 Tell me a little about yourself?
- 2 Tell me about your past work experience?
Your application indicates that you have a criminal conviction. Will you please explain the nature of the offense and the circumstances?
- 3 How can I be assured that your problems with the law are resolved?
- 4 What have you done to prepare yourself to return to work in the community?
- 5 What are three reasons why we should consider hiring you?

Mock interview:

Date: _____ Who was Observed: _____

Explain your thoughts of the interview and what you learned from it?

What were your goals prior to the interview?

How did those change after the interview?

What did I do well?

What are some observations I would like to work on?

Next time I practice an interview what are my new goals?

Putting It All Together/ My Career Portfolio

Ambition/Goals for Employment

Short-term:

Long-term:

Please Summarize How You Plan to Accomplish These Goals?

Short- Term

Long- Term

Listed Below are a summary of my needs and the people or agency I need to contact to get assistance. (Community resource guide at the end of this manual)

| My Needs Are | Contact Person Name | Contact Phone Numbers |
|-------------------------------|---------------------|-----------------------|
| Housing/Agencies | | |
| | | |
| SRS/Temporary Cash Assistance | | |
| | | |
| Clothes | | |
| | | |
| Transportation | | |
| | | |
| Education/Training | | |
| | | |
| Emergency/Medical Numbers | | |
| | | |

Putting It All Together/ My Career Portfolio

Based on what I've Learned and the information gathered by me; I now know what my interest, abilities, and skills are. Based on this information I will now list them below:

My Interests are: (Things I like to do).

My Abilities: (What I'm Able to Do).

My Skills: (Skill I already possess or know how to do).

These are the skills that I possess that are transferable.

Based on what I know about my self I am still in need [of] or I already have:

| | | | |
|----------------------------|--------------|------|----------------|
| GED/High School Diploma | [Yes] I need | [No] | I already have |
| College Degree | [Yes] I need | [No] | I already have |
| Some Literacy Instruction | [Yes] I need | [No] | I already have |
| Some Occupational Training | [Yes] I need | [No] | I already have |
| Training Certificates | [Yes] I need | [No] | I already have |

List Certificates/Special Training:

My Career Portfolio

Based on the summary of my Career Assessment/s I have at least three possible career opportunities to explore upon release. I understand that these opportunities may require me to get more education or training. I also understand what my skill, abilities and interests are pertaining to these future opportunities.

Jobs to Explore Upon Release:

1

I do have the skill, and qualifications to obtain this kind of work. **Yes No**

Are there any restrictions in this job? **Yes No**

Is this position in high demand? **Yes No**

2

I do have the skill, and qualifications to obtain this kind of work. **Yes No**

Are there any restrictions in this job? **Yes No**

Is this position in high demand? **Yes No**

3

I do have the skill, and qualifications to obtain this kind of work. **Yes No**

Are there any restrictions in this job? **Yes No**

Is this position in high demand? **Yes No**

Interpretation of Assessment:

| | | | | | |
|---|-----------|----------|--------------|---|---|
| My “dream” jobs matches my assessment: | Yes | No | N/A | | |
| Are my R.I.A.S.E.C codes Consistent: | Yes | No | N/A | | |
| Skills Interest Inventory Checklist Says: | High flat | Low flat | Well Defined | | |
| My three letter R.I.A.S.E.C. codes are: | _____ | _____ | _____ | | |
| My three letter R.I.A.S.E.C. codes are: | 1 | 2 | 3 | 4 | 5 |

Putting It All Together/My Career Portfolio

Employment Portfolio

First, do you have all the documentation needed to obtain employment in the United States of America?

Do you have?

| | | |
|--------------------------------|-----|----|
| Photo Identification | Yes | No |
| A copy of your Drivers License | Yes | No |
| Birth Certificate | Yes | No |
| Social Security Card | Yes | No |
| Copies of Diploma | Yes | No |
| Letters of Recommendation | Yes | No |
| Resume | Yes | No |
| Sample Cover letter | Yes | No |

| | | |
|---------------------------------------|-----|----|
| Sample Job Application | Yes | No |
| Names of References with Addresses | Yes | No |
| Do you understand the Bonding program | Yes | No |
| Do you understand the WOTC program | Yes | No |
| Do you know how to use a computer | Yes | No |

If you answered no to any of the items listed above please answer the following questions on the next page

Putting It All Together/ My Career Portfolio

Employment Portfolio / Do you have (from previous page)

How to complete this page: If you answered no to any of the question on the previous page write out your answer/s below. Answer these 4 “s” questions in regard to how “You” will address them?

1. My Situation? 2. My Self? 3. My Supports? 4. My Strategies?

What is the Situation you will be facing upon release? Can you identify Self/your strengths in resolving the problem? Are you aware of any agencies, family networks or other Supports that can assist you with this concern? Can you develop a Strategy to deal with the immediate transition? A strategy or plan is one that will work to help you either eliminate the concern or issue or at least get you started in the right direction to solving the issue or concern? What are some strategies or plans for the “no’s” you checked or circled above?

Example: My Plan

1. My short-term goal is? I need a letter of recommendation

The situation I will be facing upon release is: I need a letter of recommendation. How do you (self) plan to fix this problem? I plan to ask my previous boss for a letter of recommendation. Are there any other support/s you can call on? I volunteered at the church often, I’m sure the pastor would also write a letter of recommendation for me. Strategies: #1) I would make a list of all the people I have worked for and have had positive relationships with; #2) then, I would write or call them to ask for their assistance with a letter of recommendation.

Please answer the 4 (s) questions below:

1 .My short-term goal is? _____

Please Summarize How You Plan to Accomplish This Goal?

2. My short-term goal is? _____

Please Summarize How You Plan to Accomplish This Goal?

Putting It All Together/ My Career Portfolio (cont) from previous page

3. My short-term goal is? _____

Please Summarize How You Plan to Accomplish This Goal?

4. My short-term goal is? _____

Please Summarize How You Plan to Accomplish This Goal?

Name: _____ DOC# _____ Date: _____

Post-Job Readiness: Take the Test

Instructions: Read each statement and decide whether it is true or false or don't know. Circle your answer.

1. Name 5 top reasons people get fired.

- a.
 - b.
 - c.
 - d.
 - e.
-

2. Is networking an important activity when you're looking for work?

True or False or Don't know

3. A person's interest is not important when choosing a job?

True or False or Don't know

4. Your (formatted) resume should be no longer than one or two pages in length?

True or False or Don't know

5. Should action verbs be a key part of writing your resume and cover letters?

True or False or Don't know

Write below three action verbs, the first one is provided for you.

- a) Prepared.
- b)
- c)

6. Is sending a cover letter with your resume necessary?

True or False or Don't know

7. Is it Ok to follow-up with a phone call to an employer after you have provided a resume and cover letter?

True or False or Don't know

8. Is sending a thank you letter to every person you interview with really necessary?

True or False or Don't know

9. Does what you wear and how you look have an impact on job interviews?

True or False or Don't know

Student Evaluation

1) I feel that I know how to complete a skills/interest assessment:

Yes No Unsure

2) I understand my own barriers

Yes No Unsure

3) I know how to write a resume cover letter and thank you letter and have composed them.

Yes No Unsure

4) I know how to interview appropriately both on the phone and in person

Yes No Unsure

5) I have practiced and answered the felony question aloud and on an application

Yes No Unsure

6) I have set both short and long term goals

Yes No Unsure

7) I know various ways to job search and access community resources

Yes No Unsure

8) I have participated in mock interviews

Yes No Unsure

9) I know about the Work Opportunity Tax Credit and the Federal Bonding programs

Yes No Unsure

10) I have a list of employers I can contact after release that I found during my job search

Yes No Unsure

11) At the mock interview, I received an assessment from employers to improve my skills

Yes No Unsure

12) Overall, the class
was:

Poor Fair Good Excellent Superior

13) What I liked best about this class:

14) What I would like to learn/change/add:

Notes

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Questions

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